Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000001	Not Eligible for Holiday	The employee is not eligible to be paid for holiday time or holiday compensatory time.	Low	Is the employee eligible to receive holiday pay? If yes, verify paid time was reported the scheduled work day preceding the holiday. For employees on terminal leave, verify paid leave is available the next scheduled work day following the holiday. *If the exception is true and valid, allow exception. The exception will be cleared and will not display after Time Administration runs.*
TN000005	Reported Time with TN20_Rule	Time was reported using the TN20 rule.	Medium	Review carefully. Verify employee performed non-exempt duties.
TLX00060	Invalid Task Profile ID	The task profile reported is no longer valid.	High	A new task profile will need to be selected from the valid choices located in the taskgroup field. Time must be resubmitted.
TLX00080	Task Profile Not in Taskgroup	The reported Taskgroup is not associated with the reported Task Profile. Will likely occur when an employee transfers from one taskgroup to another.	High	1. Verify employee's Maintain Time Reporter Data reflects the correct information (Taskgroup). If changes are required to the employee's Time Reporter data, contact Edison and/or DOHR staff for assistance. 2. Is this a transfer? If yes, then the time entered for the week of the transfer will need to be entered daily (using the day view on the timesheet) so that the correct Taskgroup (based on the effective date of the change) and Task Profile can be selected and resubmitted.
TLX00440	TRC is Not in TRC Program	The TRC used is not associated with a TRC program as of the date reported.	High	Verify the correct TRC was used. If correct TRC was used, contact Agency T&L Administrator and/or Edison Help Desk.
TLX00450	Quantity Exceeds TRC Limits	The total hours reported exceeds the limits specified for the TRC.	High	1. Verify the total number of hours reported. If the total hours reported were incorrect, correct the hours. Time must be resubmitted. 2. If the total number of hours reported were correct, contact Agency T&L Administrator.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000002	Invalid Rule Element Value	The value entered on the employee's timesheet in the Rule Element field is not valid for this employee.	High	A new rule element value will need to be selected from the valid choices located in the Rule Element fields. Time must be resubmitted.
TN000003	Non Duty Hours Reported	Time has been reported using non-duty TRCs on an employee's scheduled day off or the employee's scheduled hours have been exceeded using non-duty TRCs on a scheduled day.	High	1. Check the total hours reported. Has the employee reported all scheduled hours? 2. Verify that non-duty hours have not been entered on the wrong day, or if non-duty hours are needed.
TN000006	Invalid TRC Used on a Holiday	Time was reported using a TRC that is not valid on a scheduled holiday.	High	1. Verify the TRC used on the holiday is correct. If the TRC used is incorrect, correct the TRC. Time must be resubmitted. 2. If the TRC reported is valid and does not need to be changed, contact Agency T&L Administrator.
TN000007	Employee Using Invalid TRC	The employee reported time using a TRC that is not valid for use by the employee role.	High	Contact Agency T&L Administrator.
TN000008	Timekeeper Using Invalid TRC	The timekeeper reported time using a TRC that is not valid for use by the timekeeper role.	High	Contact Agency T&L Administrator.
TN000009	Supervisor Using Invalid TRC	The supervisor reported time using a TRC that is not valid for use by the supervisor role.	High	Contact Agency T&L Administrator.
TN000010	Agency T&L Using Invalid TRC	The Agency's Time and Labor Administrator reported time using a TRC that is not valid for use by the Agency Time and Labor Administrator role.	High	Contact DOHR staff and/or Edison Help Desk.
TN 000013	Division Using Invalid TRC	The Agency's Division Time and Labor Administrator reported using a TRC that is not valid for use by the Agency Division Time and Labor Administrator role.	High	Contact DOHR staff and/or Edison Help Desk.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000014	Standard Hours <>37.5	The employee's standard hours are greater or less than 37.5 hours.	High	Verify standard hours listed on Job Data.
TN000015	Time Period Mismatch	The exception is generated for one of two reasons: the time period listed on the employee's time reporter data page differs from that of the employee's workgroup or a change to the time reporter data occured in the middle of the time period.	High	Contact Agency T&L Administrator.
TN000016	Comp Rptd Hrs Vs Schedule Hours	The employee's reported hours for the time period are less than the scheduled hours for the time period.	High	1. Compare the employee's regularly scheduled hours with the time reported on the timesheet. Were all of the employee's scheduled hours reported? 2. Did the employee change schedules? Ensure the employee's schedule is correctly reflected. 3. Is an HR action required? Contact Agency HR Administrator.
TN 000020	Hours Exceed Schedule Hours	The employee's reported hours exceed the employee's scheduled hours or approved overtime hours.	High	1. Did the employee work overtime? If yes, was an overtime request submitted and approved? 2. If an overtime request was submitted and approved, verify the overtime request covers the number of overtime hours the employee worked and hours that exceed scheduled hours (rescheduled time). If the overtime request did not cover the employee's overtime hours, an additional overtime request must be submitted and approved.

Common Time and Labor Exceptions

Exception ID	Exception Description	Meaning/Cause	Exception Severity Level	Troubleshooting
TN000031	Verify Holiday Eligibility	The employee reported leave the day before the holiday, but in fact had no leave becoming ineligible to receive holiday pay.	High	Verify that employee is ineligible for the holiday. The leave taken should step down to leave without pay in Payable Time. Then enter 0.0 hours of HOLVD (Holiday Void) on the day of the holiday to ensure correct pay.

Low Severity Level Exception	Payable time is generated.
Medium Severity Level Exception	Payable time is generated.
High Severity Level Exception	Payable time is not generated. Employee is at risk of not being paid. Action must be taken and time must be resubmitted and processed through Time Administration.

MSS Auditorium

Created on Tuesday, July 01, 2008

Contents:

- Time and Labor Overview
- The 5 Steps for Processing Timesheets

Table of Contents

Time and Labor Overview

Understanding Time and Labor

New Definitions

Employee ID - A random identification number assigned to each State of Tennessee employee that will be the primary employee identifier in **Edison**.

Exception - A condition that exists regarding reported time when it does not comply with Time and Labor Rules. All exceptions require review or action.

Time Reporting Code - A code that is assigned to reported hours on the employee's timesheet identifying the type of time or leave reported (Example: Sick, Regular Hours or Annual).

Time Administration - The core process in Time and Labor that applies all applicable Time and Labor rules to reported time. The end result of the Time Administration is either payable time that will be sent to payroll for processing or exceptions that are not passed to payroll.

Reported Time - The time submitted on the employee's timesheet.

Payable Time - The resulting time after Time Administration has successfully applied all applicable Time and Labor rules to reported time. Payable time is sent to payroll for processing.

Task Profile - Assigned to an employee's reported time to account for payroll costs associated with a specific task. The Task Profile charges the identified time to the appropriate financial chart string.

Task Group - Assigned to an employee to determine Task Profiles available for selection on the time sheet.

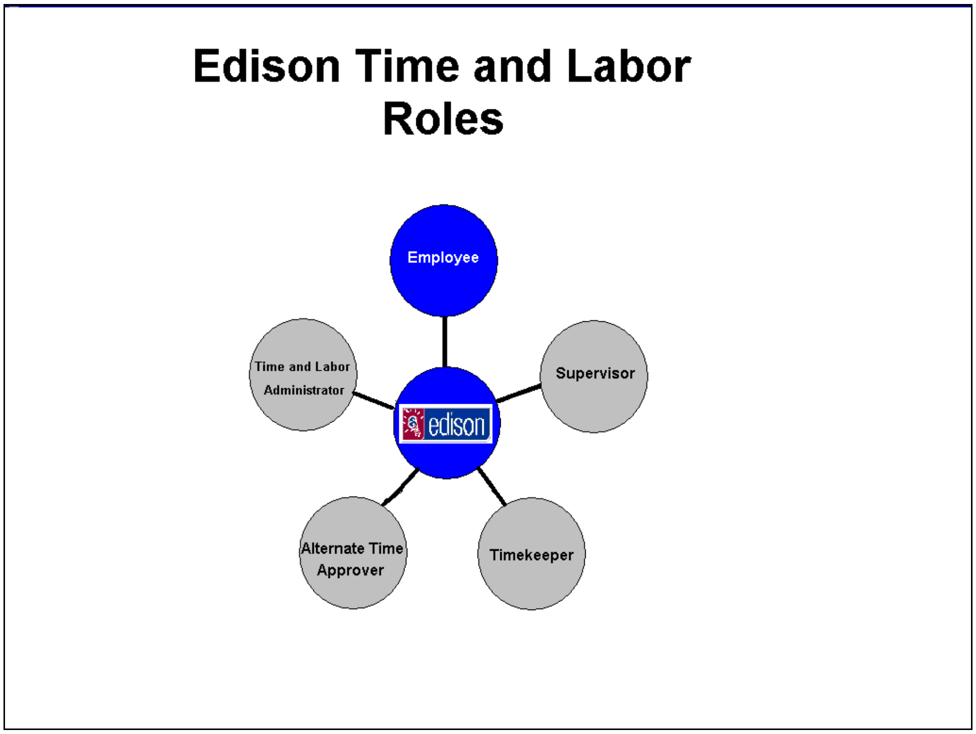
Procedure

This lesson provides an overview of:

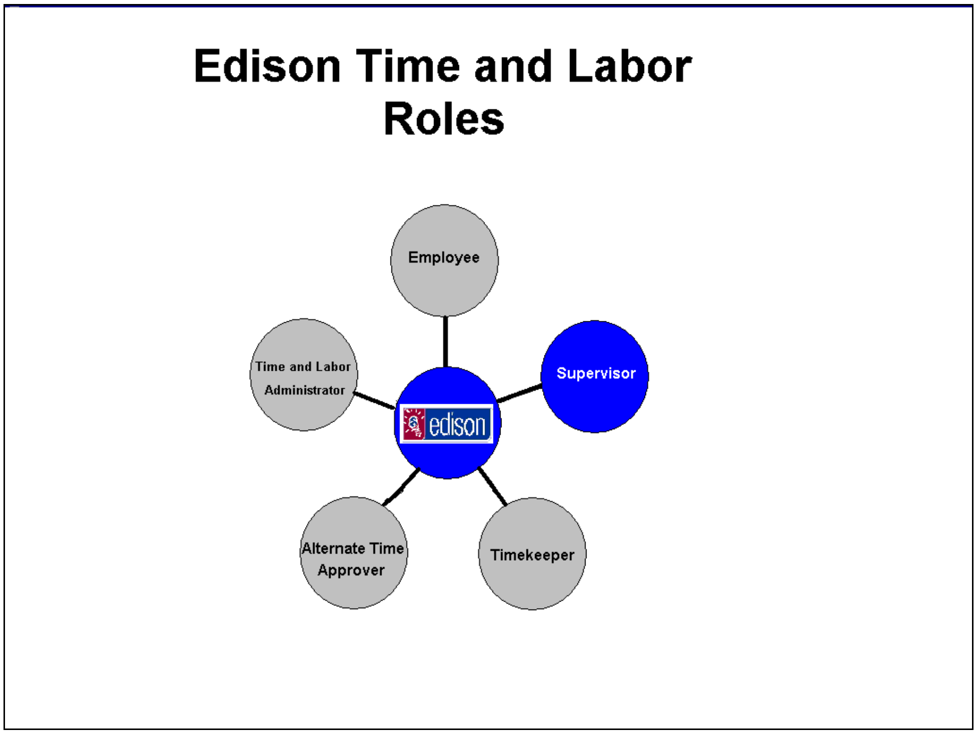
1. The Edison Time and Labor roles and responsibilities.

2. The Edison Time and Labor process.

3. The Edison time approval steps for supervisors.

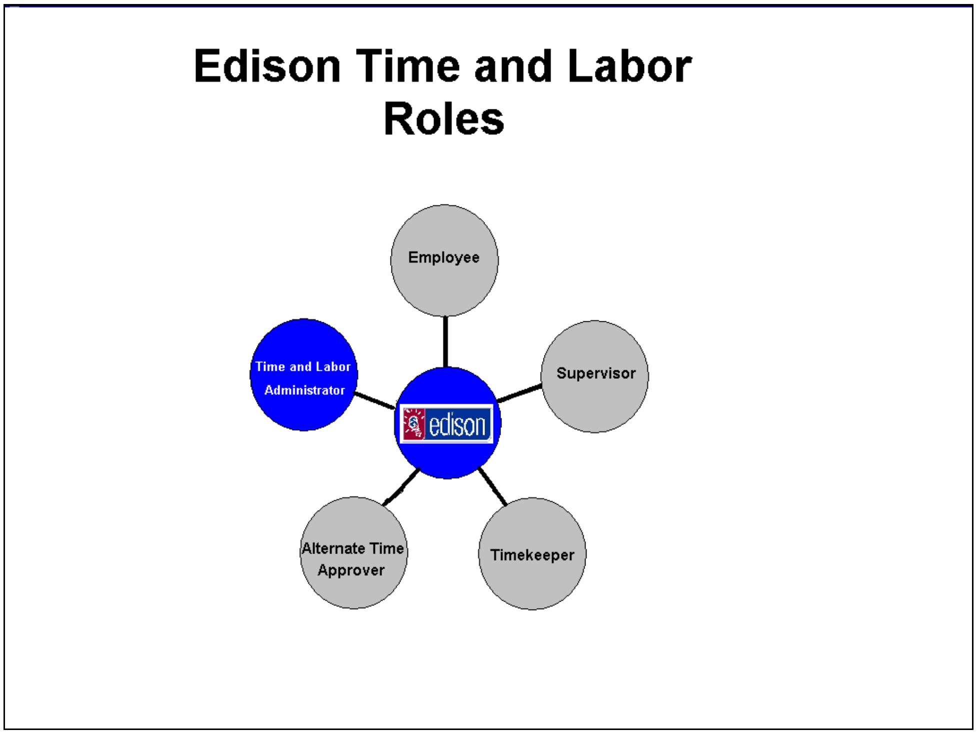


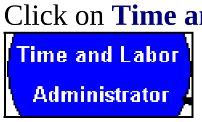
Step	Action
1.	Click on **Employee**. Employee
2.	**Employees** are required to report time on a weekly basis. The Edison system is designed to allow **Employees** to enter their time directly into **Edison** using **Employee Self Service**. Individual **Agencies** will advise **Employees** if they are required to enter the timesheet using **Employee Self Service** or are only required to complete a paper timesheet.

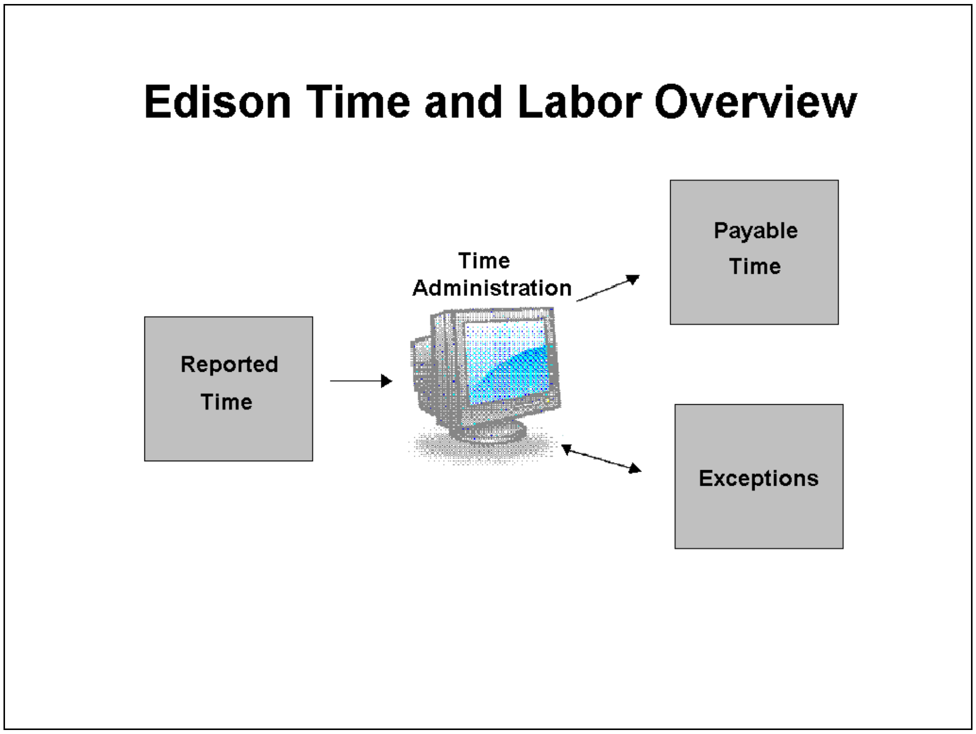


Step	Action
3.	Click on **Supervisor**. Supervisor
4.	The **Supervisor** is responsible for approving **Employee** time on a weekly basis. If the **Employee** enters their time directly into **Edison**, the **Supervisor** will approve the timesheet in **Edison** using **Manager Self Service.** **All time must be approved in Edison**. Your **Agency** will identify who will be authorized to approve employee time.
5.	Click on **Timekeeper**. Timekeeper

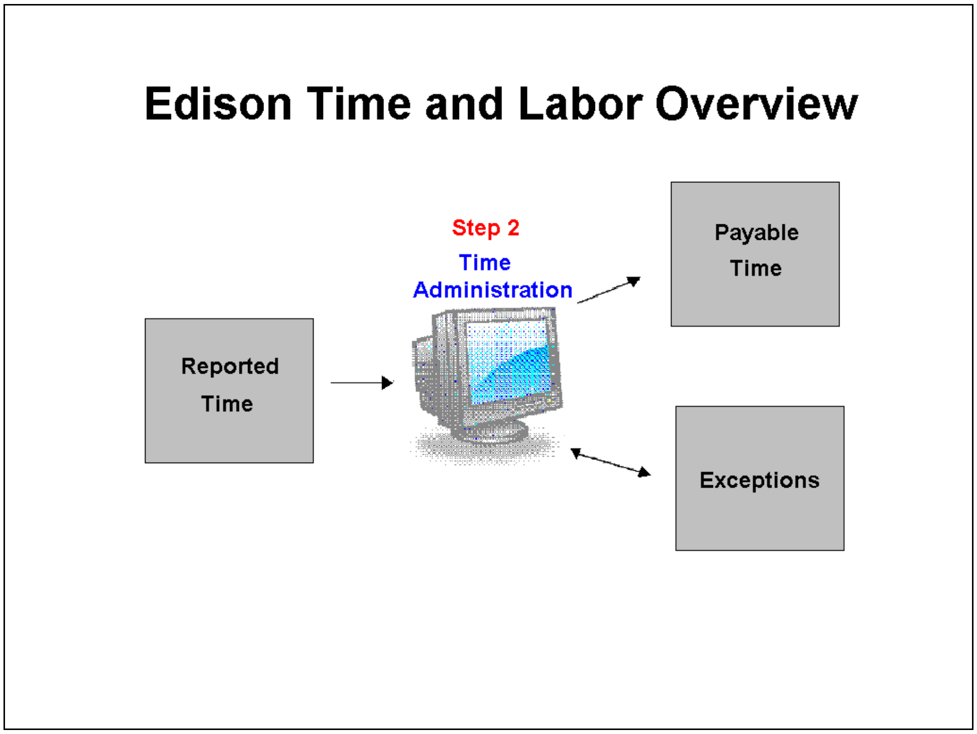
Step	Action
6.	Timekeeping groups have been established in **Edison** for all **Agencies**. The **Timekeeper** will be available as a back-up for **Employees** using **Employee Self Service** to input their timesheet information. If the **Employee** is unable to enter their own information, the **Timekeeper** can enter the time on the **Employee's** behalf. The **Timekeeper** will be the primary individual responsible for inputting time for **Employees** instructed **not** to enter time using **Edison Employee Self Service**. All time entered on behalf of an employee must be documented and approved using the **State of Tennessee Employee Attendance and Leave Authorization** form.
7.	Click on **Alternate Time Approver**. 
8.	The **Alternate Time Approver** has access to approve time for all employees in the timekeeping group that he/she is assigned. The **Alternate Time Approver** is able to approve time for employees when the immediate **Supervisor** is unavailable or the immediate **Supervisor** is instructed to provide approval only on the paper timesheet.



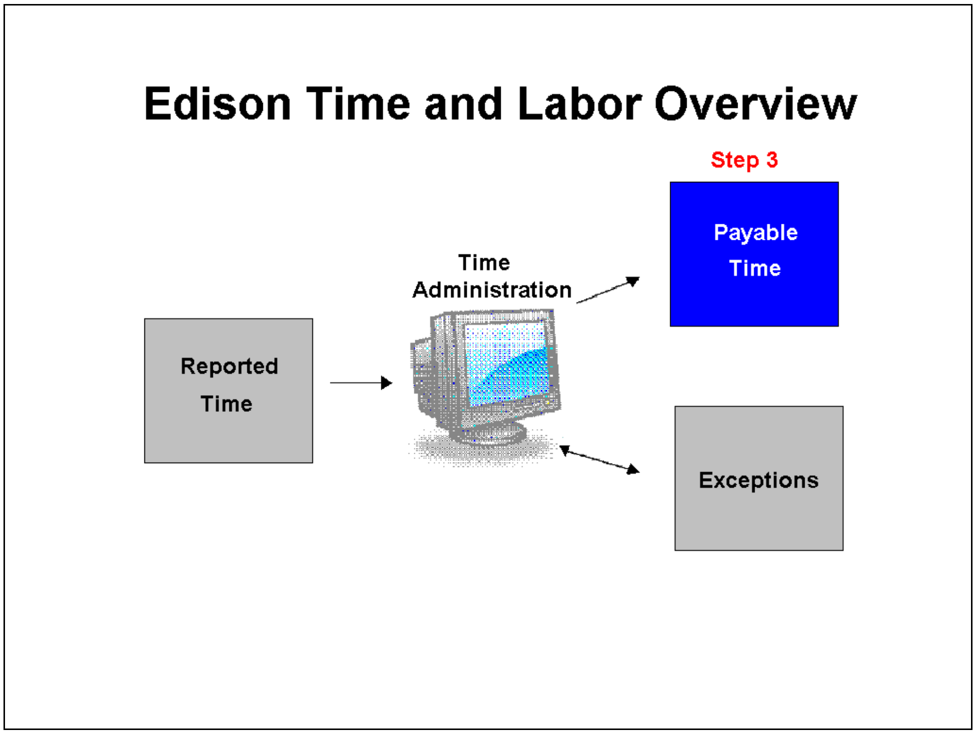
Step	Action
9.	Click on **Time and Labor Administrator**. 
10.	The **Time and Labor Administrator** is a divisional or central office role. The **Agency Time and Labor Administrator** can view, enter, or approve employee's time. The scope of **TL Administrator's** access is based on the Agency's organizational structure.



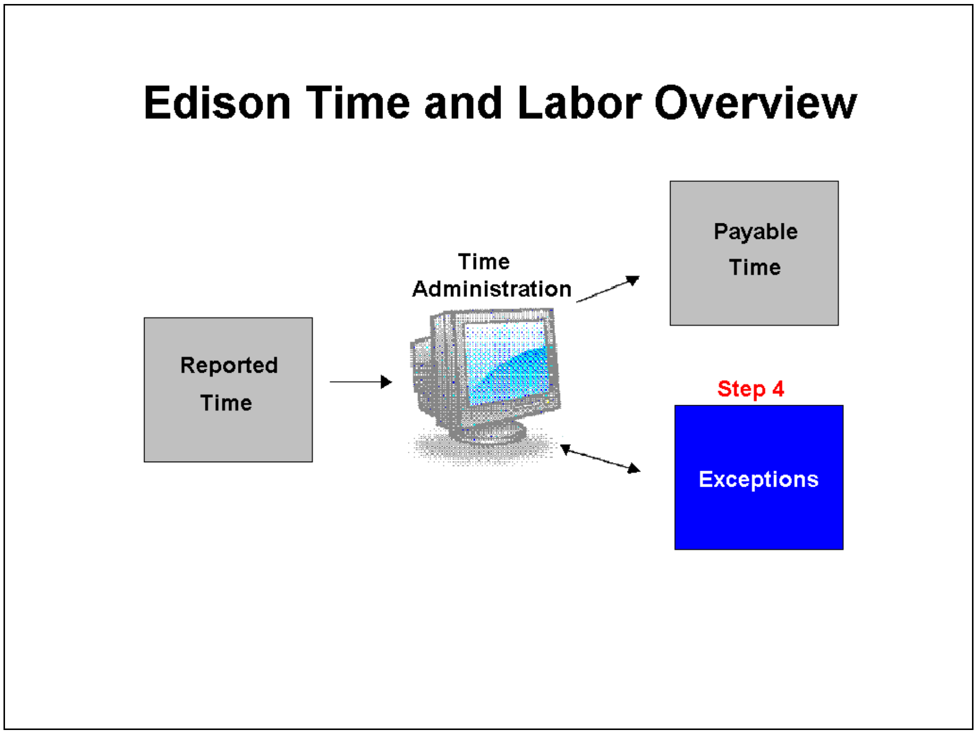
Step	Action
11.	This flow chart is provided to demonstrate the **Edison Time and Labor** process that takes place **prior to the supervisor's approval.** Click on **Reported Time** to begin.
12.	**Step 1** Hours are entered into **Edison** by the **Employee** or **Timekeeper**. These hours are defined as **Reported Time**.



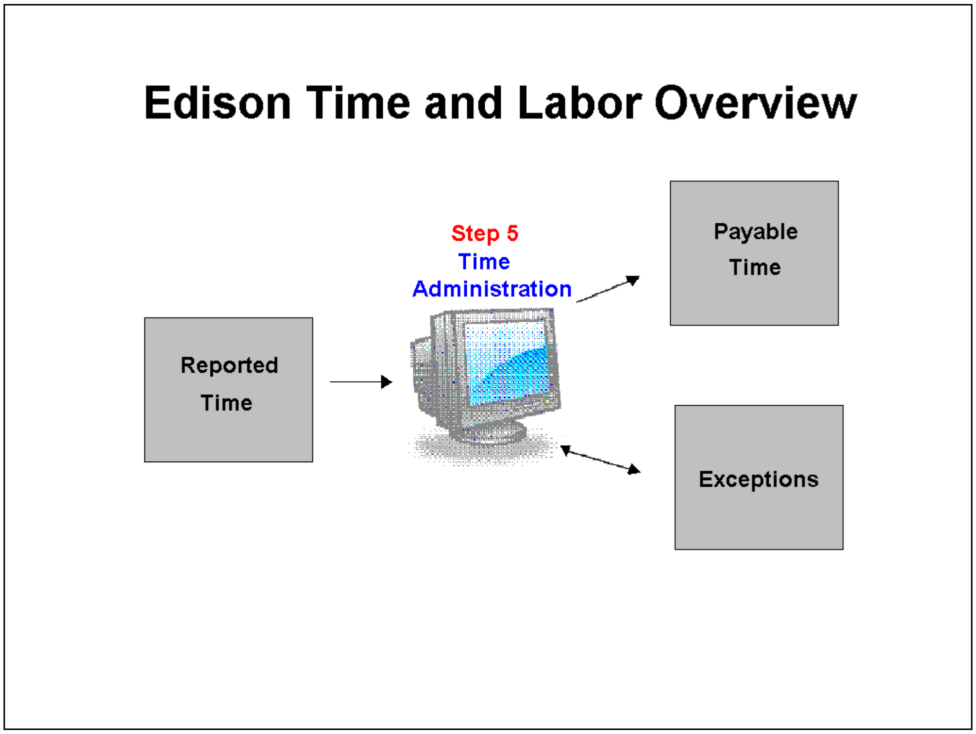
Step	Action
13.	Click on **Time Administration**. Time Administration
14.	**Step 2** The **Edison** system applies the State of Tennessee's Time and Attendance rules to the **Reported Time** in a process called **Time Administration**. The **Time Administration** process will run every night.



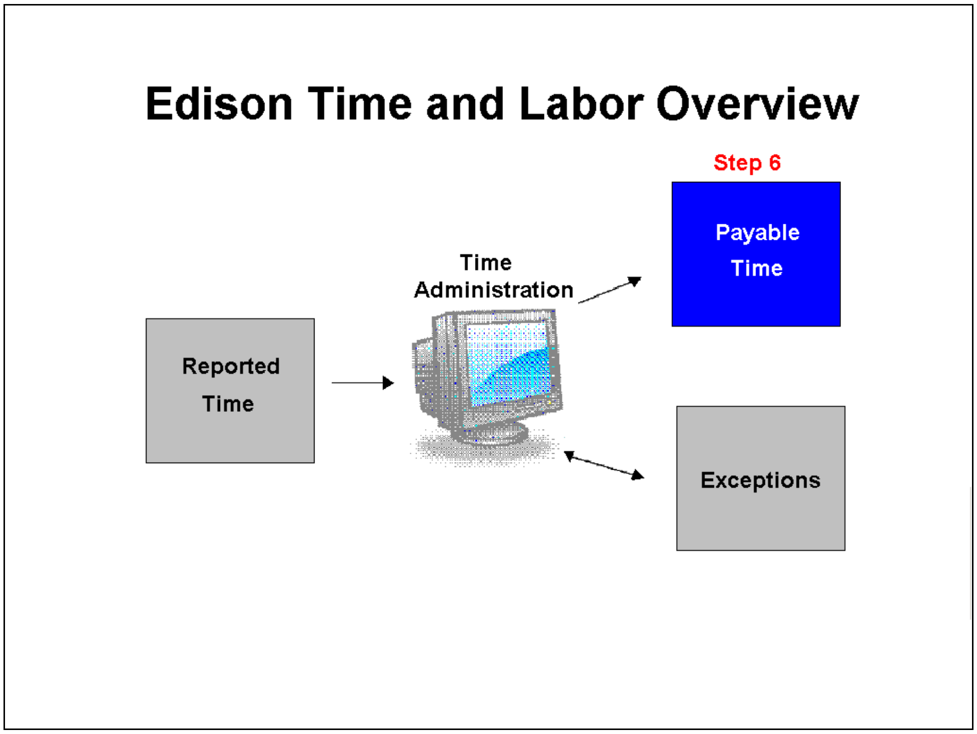
Step	Action
15.	Click on **Payable Time**.
16.	**Step 3** The **Time Administration** process creates **Payable Time** for all reported time that complies with the Time and Attendance rules. **Payable Time** is ready for **Supervisor** approval.



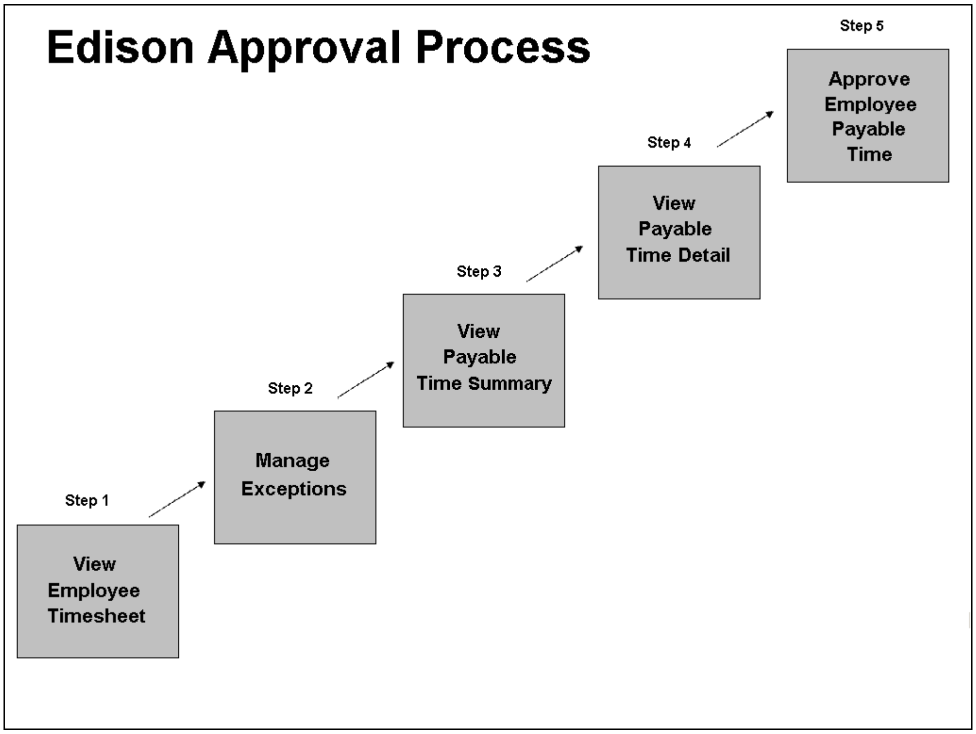
Step	Action
17.	Click on **Exceptions**. 
18.	**Step 4** If the reported time does not comply with the Time and Attendance rules, **Exceptions** are created. **Exceptions** must be corrected or managed by the **Timekeeper** or **Supervisor**. If **Exceptions** are not properly managed, the **Employee** is at risk of not being paid.



Step	Action
19.	Click on **Time Administration**. **Time Administration**
20.	**Step 5** Once **Exceptions** have been managed, **Time Administration** will process and reapply the State of Tennessee's Time and Attendance rules. **Time Administration** will run each night and continue to process time that has been resubmitted through the **Exception** management process.

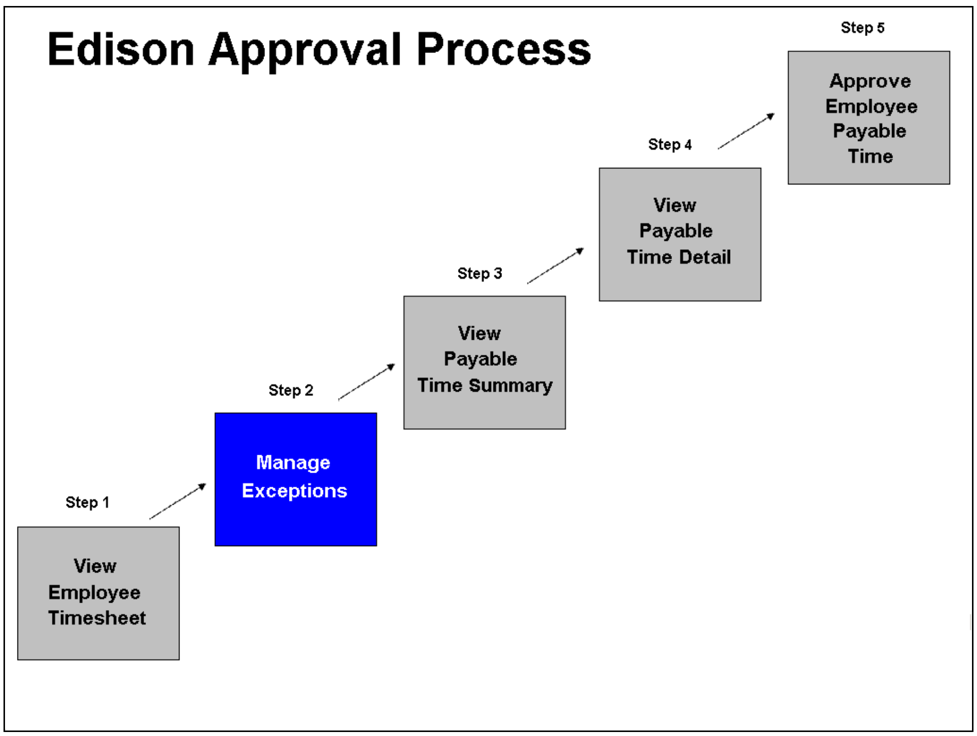


Step	Action
21.	Click on **Payable Time**.
22.	**Step 6** After all **Exceptions** have been corrected or managed, the **Reported Hours** become **Payable Time**. **Payable Time** is used by Payroll to calculate the **Employee's** pay. All **Payable Time** must be approved.



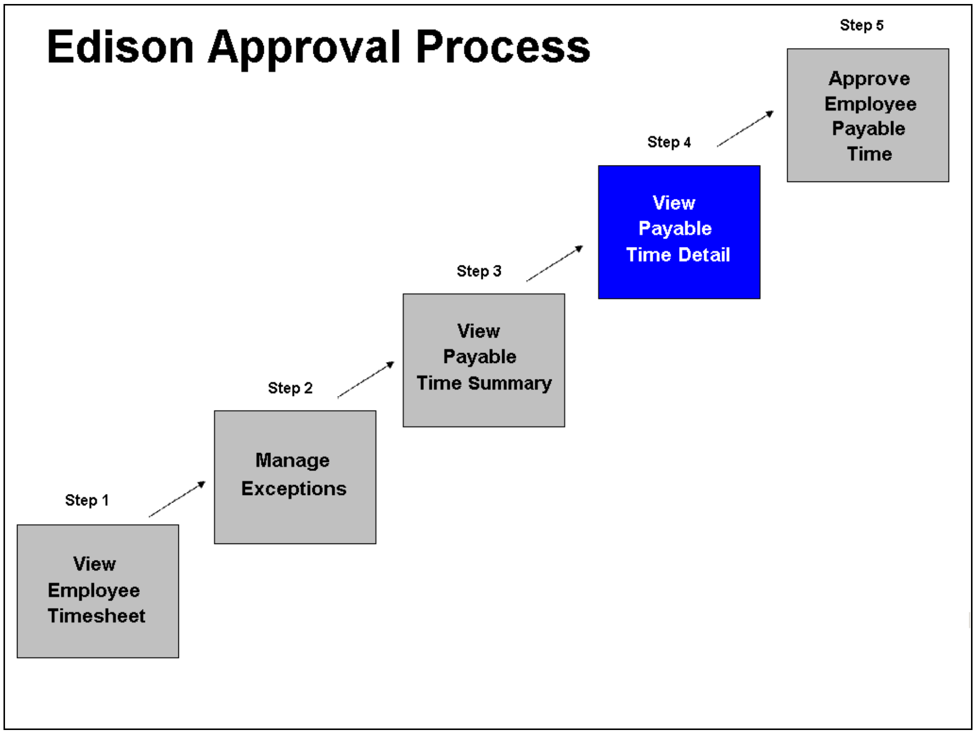
Step	Action
23.	**Five steps are required to approve time in Edison.** Click **View Employee Timesheet** to begin.
24.	**Step 1** The **Supervisor** views the **Employee** timesheet to ensure the **Employee** reported the appropriate hours, **Time Reporting Codes (TRC)** and **Task Profiles**. The **Task Profile** charges the identified time to the appropriate financial chart string. In Step 1, the **Supervisor** can change the selected **Task Profile** and resubmit the time if a correction is required. Viewing the timesheet also identifies any **Exceptions** that need attention and are viewable in the next approval step.
25.	Click **Manage Exceptions**.

Step	Action
26.	**Step 2** The **Supervisor** or **Timekeeper** manages **Exceptions** and corrects any errors on the **Employee's** timesheet. The timesheet is then resubmitted and processed again through **Edison Time Administration**. This process continues until all **Exceptions** have been managed and **Payable Time** is created.



Step	Action
27.	Click **View Payable Time Summary.**
28.	**Step 3** **Time Administration** has processed and applied the appropriate Time and Labor rules to reported time. The **Supervisor** or **Timekeeper** views the **Employee's Payable Time**. The **Payable Time Summary** provides a summary of all hours that will be sent to payroll for an **Employee**.
29.	Click **View Payable Time Detail.**

Step	Action
30.	**Step 4** **Time Administration** has processed and applied the appropriate Time and Labor rules to reported time. The **Supervisor** or **Timekeeper** views the **Employee's Payable Time**. The **Payable Time Detail** provides details of all hours that will be sent to payroll for an **Employee**.



Step	Action
31.	Click **Approve Employee Payable Time**.
32.	**Step 5** The **Supervisor** or **Alternate Time Approver** approves **Payable Time** in **Edison** allowing the time to pass to Payroll for processing.
33.	This completes the Edison Time and Labor Overview. **End of Procedure.**

The 5 Steps for Processing Timesheets - (Weekly Process)

Overview

This section provides an overview of time related activities that a supervisor would complete on a weekly basis. **Edison** is designed to have the employee's immediate supervisor approve the timesheet. However, **Alternate Time Approvers** have been identified by your agency to process overtime requests and reported time if the immediate supervisor is not available.

Key Notes

Edison requires employee time be entered and approved on a weekly basis.

The immediate **Supervisor** or **Alternate Time Approver** is the final approval prior to the employee's time passing to the payroll system for processing.

Multiple individuals have been identified to approve time in the absence of the supervisor. Your agency **Time and Labor Administrator** can provide a list of **Alternate Time Approvers**.

New Definitions

Employee ID - A random identification number assigned to each State of Tennessee employee will be the primary employee identifier in Edison.

Exceptions - A condition that exists regarding reported time when it does not comply with Time and Labor Rules. All exceptions require review or action.

Time Reporting Code - A code that is assigned to reported hours on the employee's timesheet identifying the type of time or leave reported (Example: Sick, Regular Hours or Annual).

Time Administration - The core process in Time and Labor that applies all applicable Time and Labor rules to reported time. The end result of the Time Administration is either payable time that will be sent to payroll for processing or exceptions that are not passed to payroll.

Reported Time - The time submitted on the employee's timesheet.

Payable Time - The resulting time after Time Administration has successfully applied all applicable Time and Labor rules to reported time. Payable time is sent to payroll for processing.

Task Profile - Assigned to an employee's time to account for payroll costs associated with a specific task. The Task Profile charges the identified time to the appropriate financial chartstring.

Task Group - Assigned to an employee to determine Task Profiles available for selection on the time sheet.

Step 1 - View Employee Timesheet

STEP 1 allows managers and supervisors to view their employee's reported time.

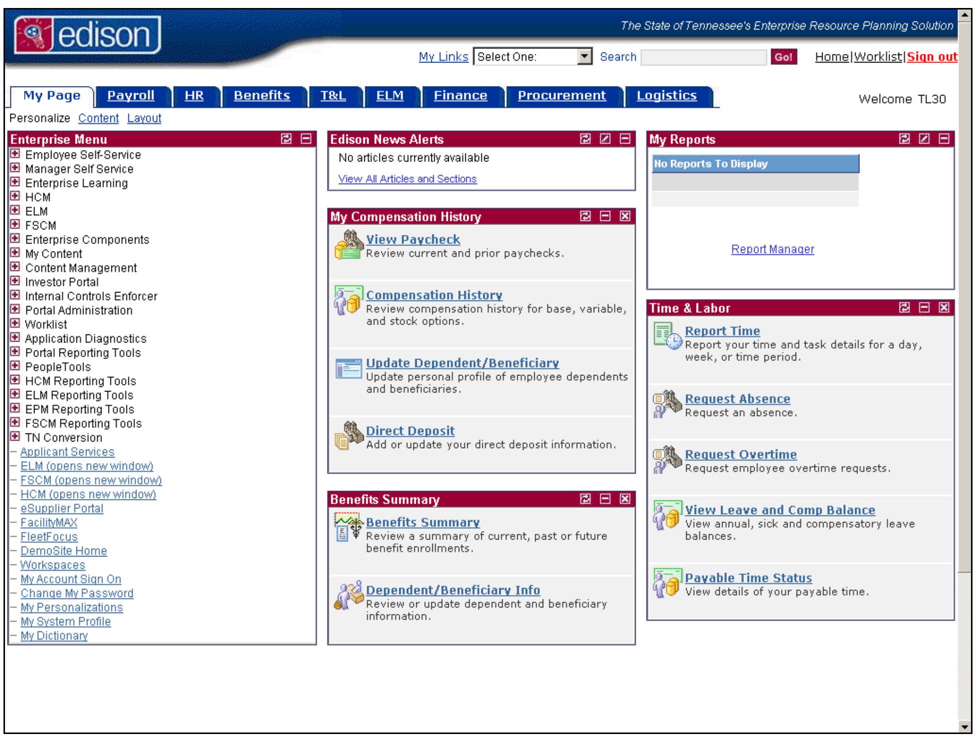
A supervisor can view current or historical **Timesheets** submitted by an employee. The **Timesheet** provides hourly reporting detail and allocation information to Projects or Grants using a **Task Profile**.

To ensure the employee reported the appropriate hours, **Time Reporting Codes (TRC)** and **Task Profiles,** the supervisor will need to review the employee's timesheet. The **Task Profile** charges the identified time to the appropriate financial chartfield. If a correction is required, the supervisor can make changes and resubmit the time.

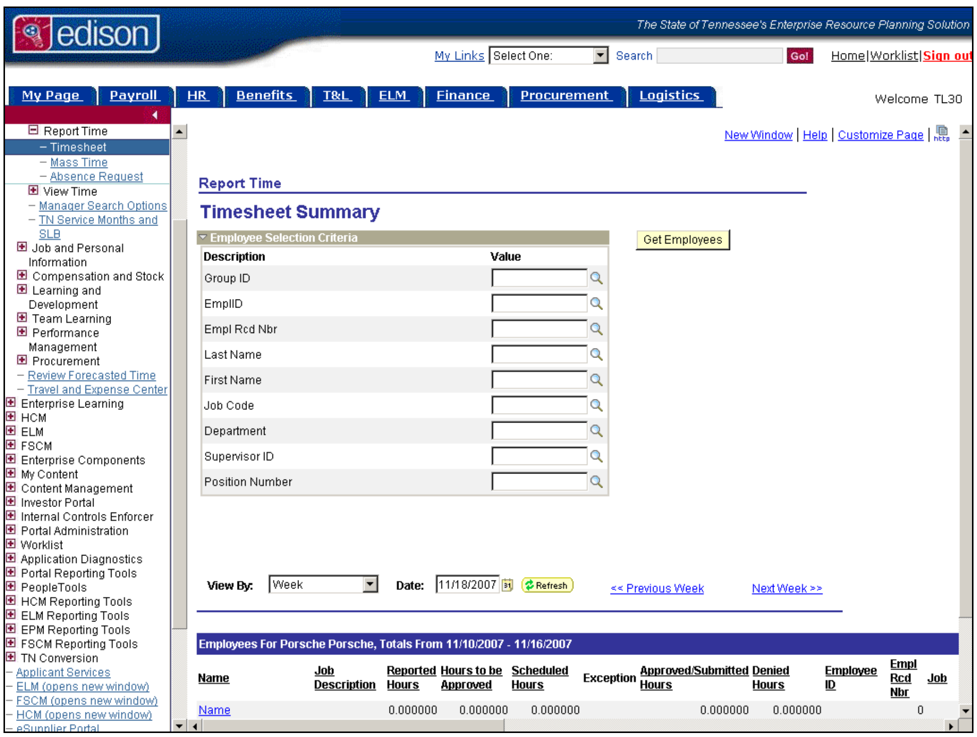
Viewing the timesheet also identifies any **Exceptions** that need attention and are viewable in the next approval step, **Supervisor Manages Employee Timesheet Exceptions**.

Procedure

In this lesson, you will review the **Reported Time** and **Task Profile** information reported by your employees.



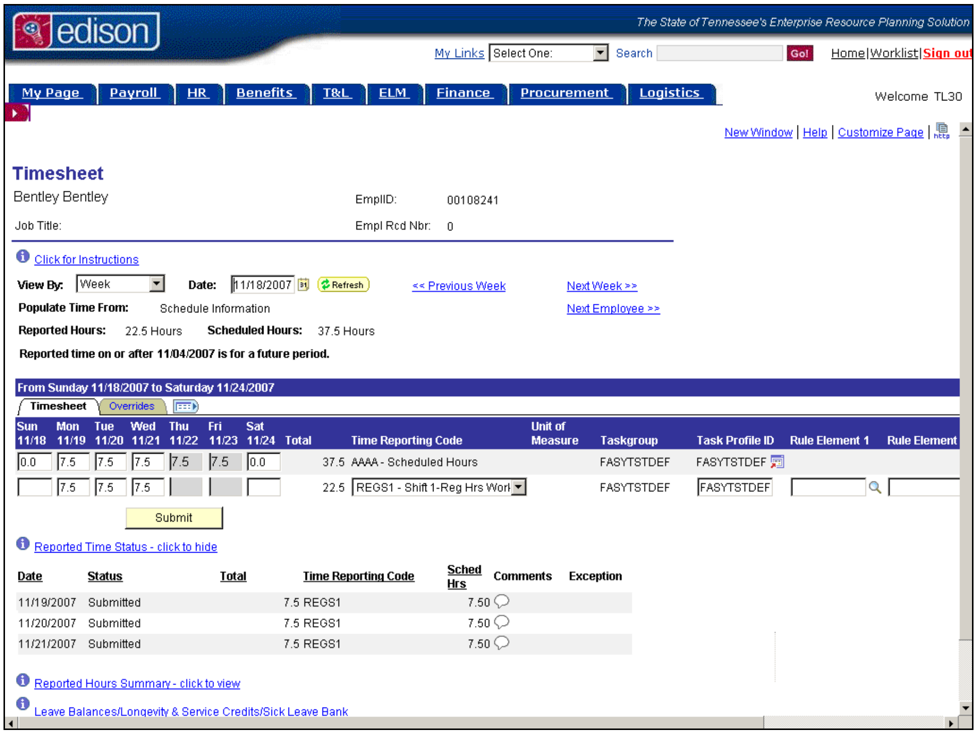
Step	Action
1.	The **T & L** tab on your **My Page** provides shortcut links to Time and Labor actions available in **Edison**. Click the **T&L** tab. T&L
2.	Click the **Report Time** link. Report Time



Step	Action
3.	Click the **Collapse** button.
4.	The **Report Time** page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also simply return all the employees for whom you have approval authority.
5.	Using the **Employee Selection Criteria** section, specify filter values to return the list of employees for whom you want to view information.
6.	You want to review the timesheets for all employees that report to you. Leave the **Employee Selection Criteria** blank to return a full list of employees.

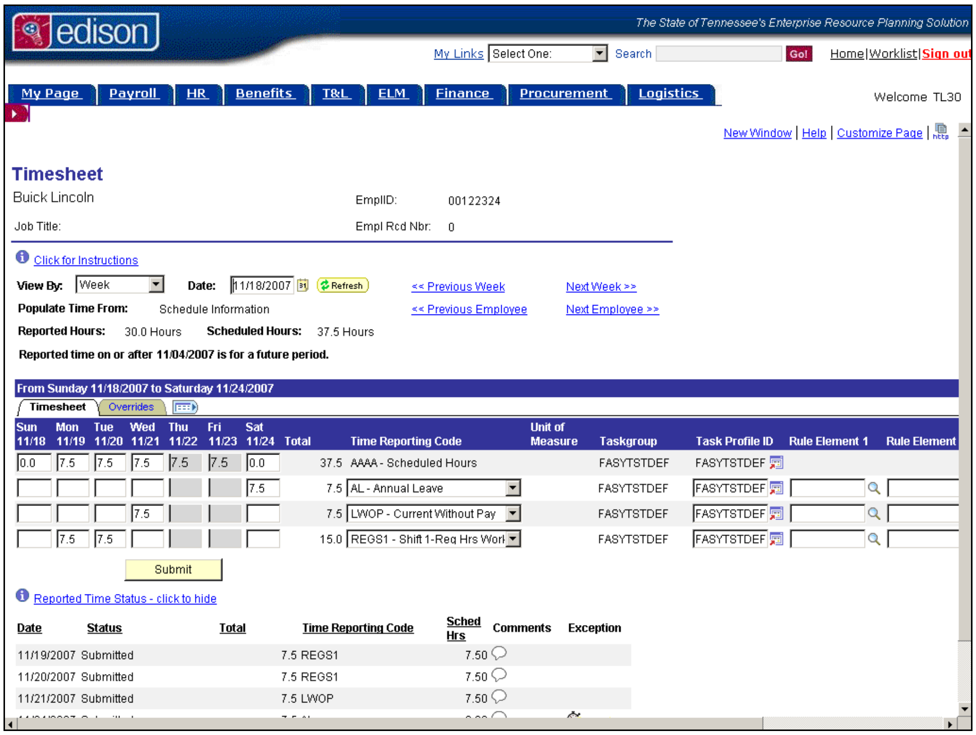
Step	Action
7.	The **View By** options default to display by **Week**.
8.	The current workweek is displayed in the **Date** field. If you wish to view a prior date, click the **Calendar** button or type the appropriate date into the **Date** field.
9.	Click the **Get Employees** button. Get Employees
10.	Notice that the system has returned your three employees for whom you have approval authority.
11.	To begin your timesheet review click the **Name** link provided for ***Bentley Bentley***. Bentley Bentley
12.	Displayed is the timesheet submitted for ***Bentley Bentley*** for the week of **11/18/2007**.
13.	A schedule row appears on each employee's timesheet for you to reference while reviewing the timesheet. **Note:** Employees or timekeepers can revise the scheduled hours for each day, but the hours must equal the employee's standard hours for each week.
14.	***Bentley*** is regularly scheduled to work Mon - Fri, 7.5 hours per day. However, **Thu, 11/22** and **Fri, 11/23** were State Holidays and ***Bentley*** did not work. **Important Note Regarding Holiday Time Reporting:** Employees will not record Holiday hours on the timesheet, unless hours are actually worked on the Holiday. When the **Time Administration** process runs, the Holiday hours will be added to the employee's weekly total and will be viewable on the **Payable Time Summary, Payable Time Detail** and **Approve Payable Time** pages. **Review the reported timesheet hours.**
15.	All **22.5** reported hours were reported using the **Time Reporting Code** for Regular Hours worked on Shift 1 **(REGS1)**.
16.	***Bentley*** allocated all **22.5** reported hours to the same **Task Profile ID (FASYTSTDEF)**. **Important Note:** Review of the **Task Profiles** is one of the primary reasons to **View The Employee Timesheet**. It is your responsibility as the supervisor to verify that the **Task Profiles** selected by the employee are correct. If the employee did not accurately allocate their reported hours to the correct **Task Profiles,** you must correct the information and resubmit the timesheet. Your agency will provide you a listing of **Task Profiles** and define when each should be selected.

Step	Action
17.	Note that **Exceptions** were not generated on ***Bentley's*** timesheet.



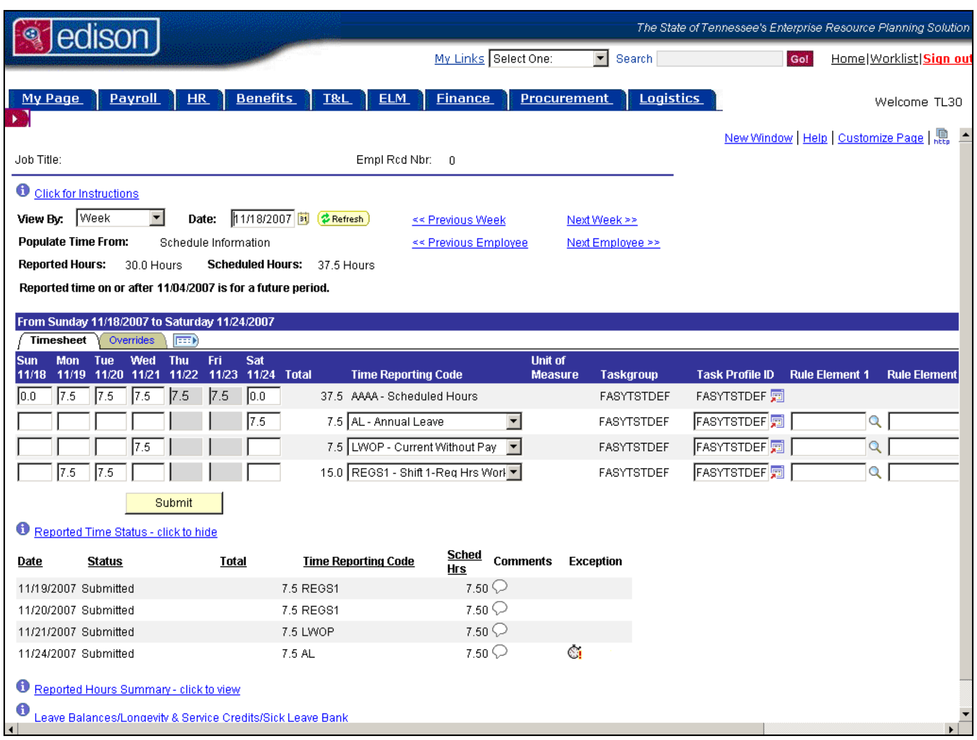
Step	Action
18.	To review the timesheet for your next employee, click the **Next Employee >>** link. Next Employee >>
19.	Displayed is the timesheet submitted for ***Buick Lincoln*** for the week of **11/18/2007**.
20.	***Buick*** is regularly scheduled to work Mon - Fri 7.5 hours per day. However, **Thu, 11/22** and **Fri, 11/23** were State Holidays and ***Buick*** did not work. **Important Note Regarding Holiday Time Reporting:** Employees will not record Holiday hours on the timesheet, unless hours are actually worked on the Holiday. When the **Time Administration** process runs, the Holiday hours will be added to the employee's weekly total and will be viewable on the **Payable Time Summary, Payable Time Detail** and **Approve Payable Time** pages. **Review the reported timesheet hours.**

Step	Action
21.	When reviewing ***Buick's*** reported hours, you notice he has reported hours on **Sat, 11/24**. You know ***Buick*** is not scheduled to work on Saturday according to the schedule row, so you wonder if this is a mistake. Review the Status summary information provided for **Sat** at the bottom of this page.



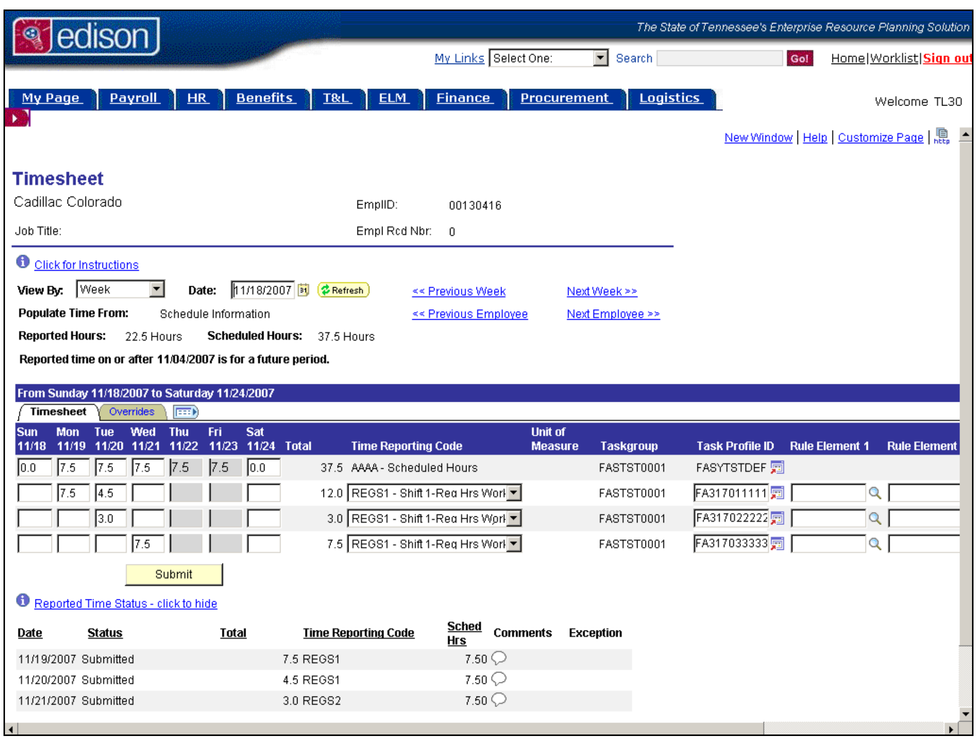
Step	Action
22.	Click the scrollbar.

Step	Action
23.	An **Exception** icon is displayed for the time reported on **Sat, 11/24**. An **Exception** is a condition that exists regarding **Reported Time** that requires review or attention. Clicking on the **Exception** icon, located on the corresponding row, will take you to the page in which the exceptions are managed specifically for this employee. For training purposes, we will review all employee timesheets and then manage **Exceptions** for all employees. **Supervisor Manages Employee Timesheet Exceptions** is the next step and lesson in the time approval process.
24.	To finish reviewing ***Buick's*** timesheet, verify his **Task Profile** selection(s). ***Buick*** has allocated all hours to one **Task Profile ID (FASYTSTDEF)**. **Important Note:** Review of the **Task Profiles** is one of the primary reasons to **View The Employee Timesheet**. It is your responsibility as the supervisor to verify that the **Task Profiles** selected by the employee are correct. If the employee did not accurately allocate their reported hours to the correct **Task Profiles,** you must correct the information and resubmit the timesheet. Your agency will provide you a listing of **Task Profiles** and define when each should be selected.

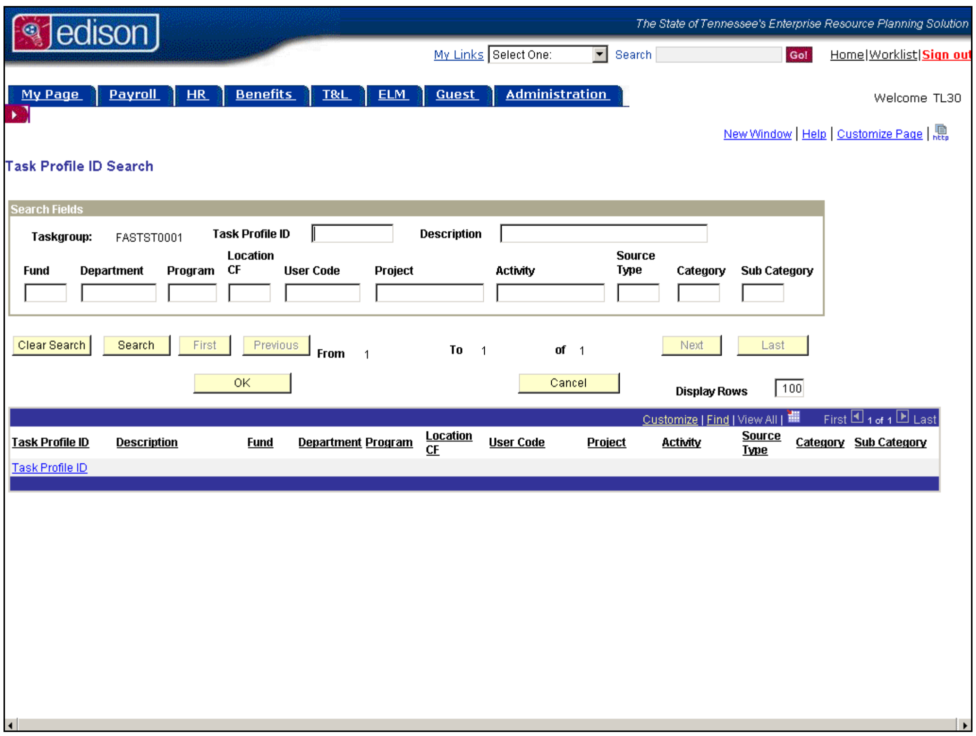


Step	Action
25.	Click the **Next Employee >>** link. Next Employee >>
26.	Displayed is the timesheet submitted by ***Cadillac Colorado*** for the week of **11/18/2007**.
27.	***Cadillac*** is regularly scheduled to work Mon - Fri 7.5 hours per day. However, **Thu, 11/22** and **Fri, 11/23** were State Holidays and ***Cadillac*** did not work. **Important Note Regarding Holiday Time Reporting:** Employees will not record Holiday hours on the timesheet, unless hours are actually worked on the Holiday. When the **Time Administration** process runs, the Holiday hours will be added to the employee's weekly total and will be viewable on the **Payable Time Summary, Payable Time Detail** and **Approve Payable Time** pages. **Review the reported timesheet hours.**
28.	***Cadillac*** has reported three lines of information. To determine the total hours reported on a particular date, you add the hours reported under the date listed. In this example, ***Cadillac*** reported 4.5 hours and 3.0 hours on **Tue**, **11/20** which total 7.5 hours reported for that day.
29.	We need to verify the **Time Reporting Codes** reported for each day are correct. All hours are reported with the **Time Reporting Code** Regular Hours Worked for Shift 1 **(REGS1)**.

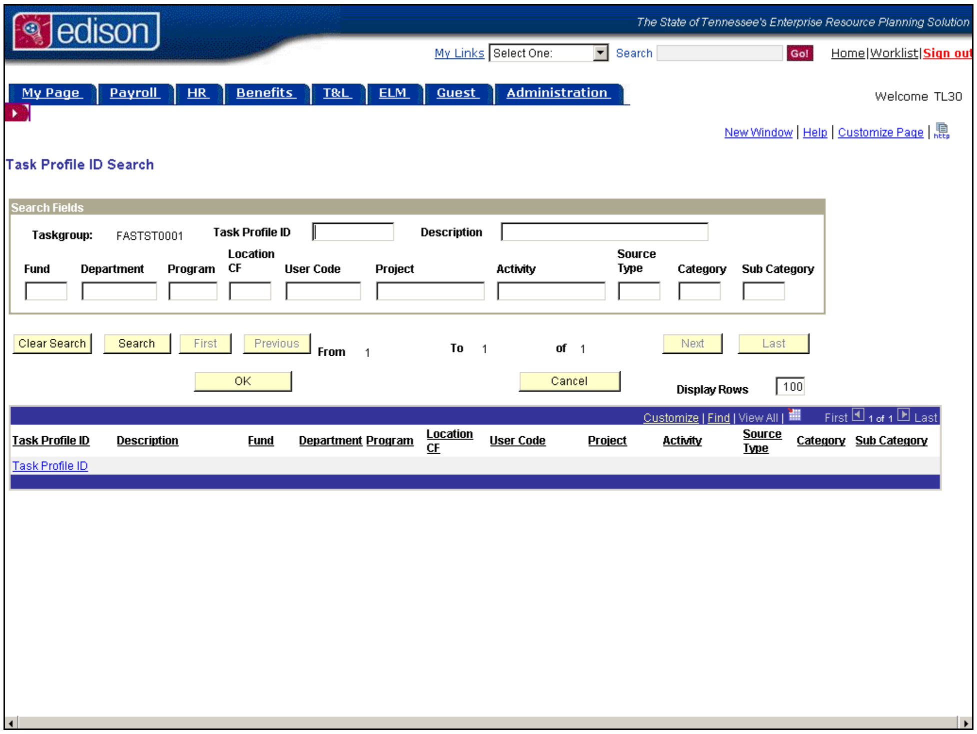
Step	Action
30.	We also need to review the **Task Profile** selection for accuracy. For the week of **11/18 - 11/24**, ***Cadillac*** has allocated his hours between three **Task Profiles:** 12.0 Hours to **FA317011111** 3.0 Hours to **FA317022222** 7.5 Hours to **FA317033333** In our review, we realize that the **FA31701111 Task Profile** does not look familiar, so we are going to find out more details. **Important Note:** Review of the **Task Profiles** is one of the primary reasons to **View The Employee Timesheet**. It is your responsibility as the supervisor to verify that the **Task Profiles** selected by the employee are correct. If the employee did not accurately allocate their reported hours to the correct **Task Profiles,** you must correct the information and resubmit the timesheet. Your agency will provide you a listing of **Task Profiles** and define when each should be selected.



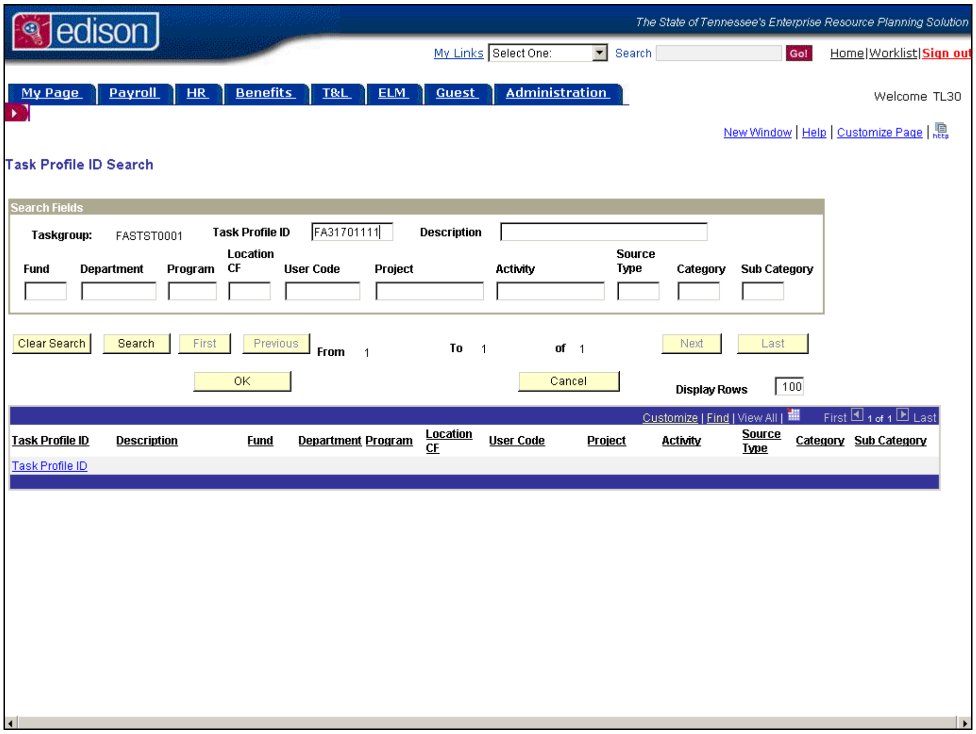
Step	Action
31.	Click the **Task Profile Search** button.
32.	This is the **Task Profile ID Search** page. There are several ways to search for a **Task Profile ID** using any one field or combination of fields located in the **Search Fields** box at the top of the page. Since we know the **Task Profile ID** from the timesheet, we will enter it into the **Task Profile ID** field.

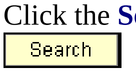


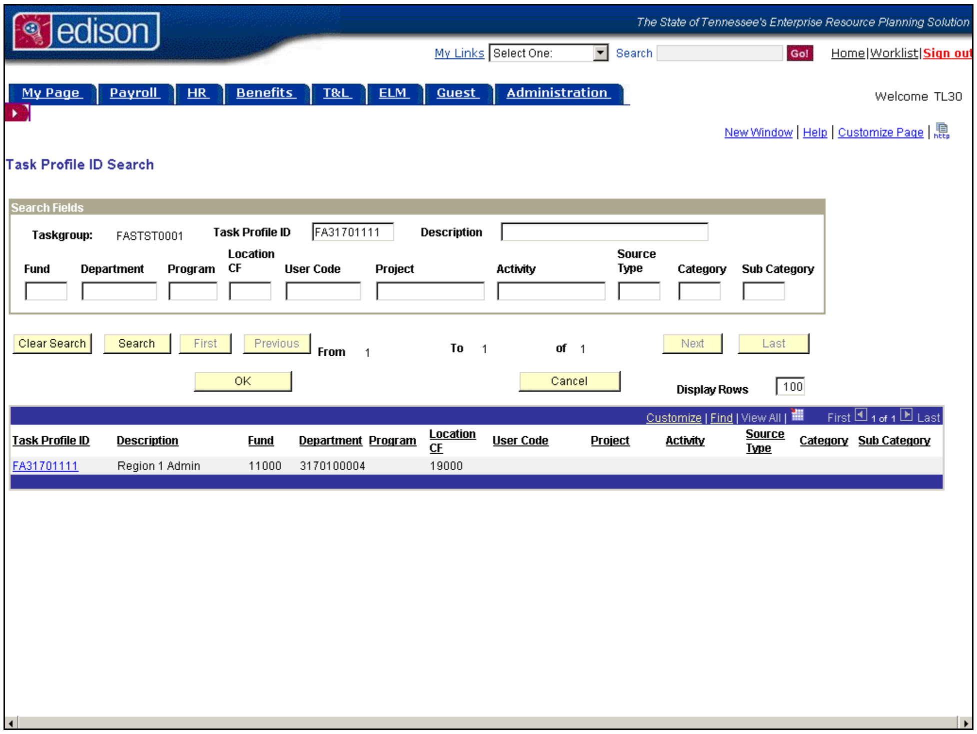
Step	Action
33.	Click in the **Task Profile ID** field.



Step	Action
34.	Enter the desired information into the **Task Profile ID** field. Enter "**FA31701111**".



Step	Action
35.	Click the **Search** button. 
36.	We verify the **Task Profile** was accurately selected, so we will **Cancel** out of this page. If an incorrect **Task Profile** was chosen, we would need to search for the appropriate one, select it, and press **OK**. At this point, **Time Administration** would need to run again before you would be able to continue with the approval process.



Step	Action
37.	Click the **Cancel** button. Cancel
38.	Note: No **Exceptions** were generated on ***Cadillac's*** timesheet.
39.	In the next lesson, you will navigate to **Manage Exceptions**. You have successfully reviewed the timesheet for your employees. **End of Procedure.**

Step 2 - Manages Timesheet Exceptions

STEP 2 provides managers and supervisors an opportunity to view, verify or correct timesheet errors (exceptions) prior to payroll processing.

Exceptions are generated when reported time needs further review. The hours reported on the timesheet may simply need to be verified, or the hours may not comply with State of Tennessee's Attendance and Leave Policies and Procedures.

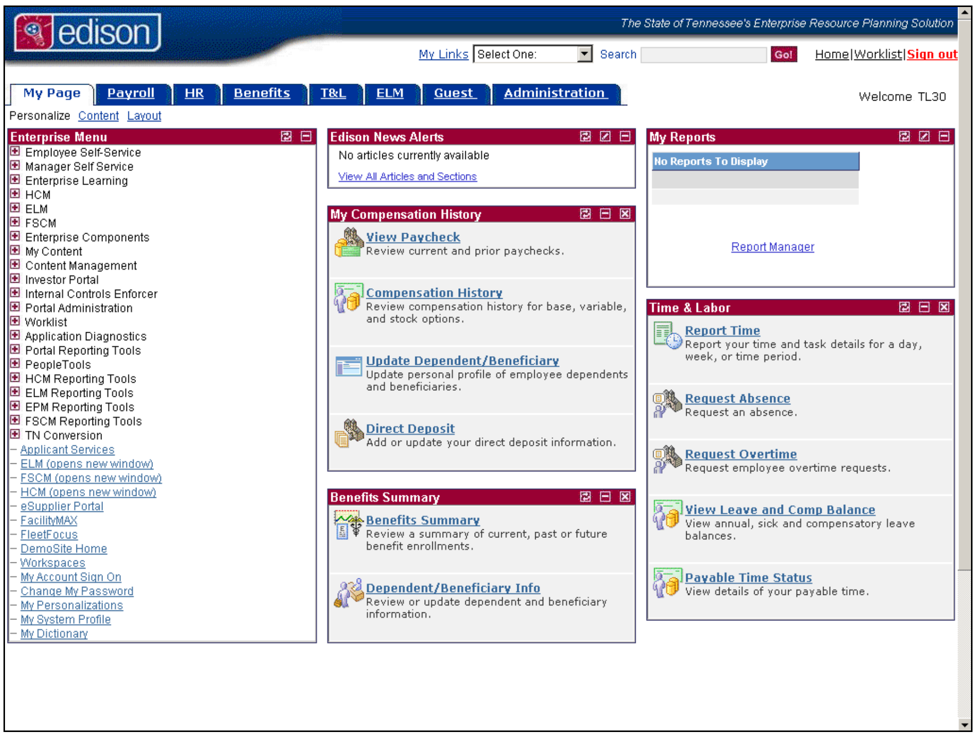
The **Exceptions** are assigned a severity level of **Low**, **Medium** or **High**. **Low** and **Medium** severity level **Exceptions** enable the system to create **Payable Time**. These **Exceptions** must be reviewed to determine if a corrective action is required. However, **High** severity level exceptions require an action or correction prior to this time becoming **Payable Time** and moving to payroll for processing.

It is important to continuously review and manage exceptions. An employee could make changes to the timesheet that would reprocess through **Time Administration**. Also, different audit and completion rules are applied during **Time Administration** as the pay period comes to an end. Both of these conditions could create exceptions or additional payable time.

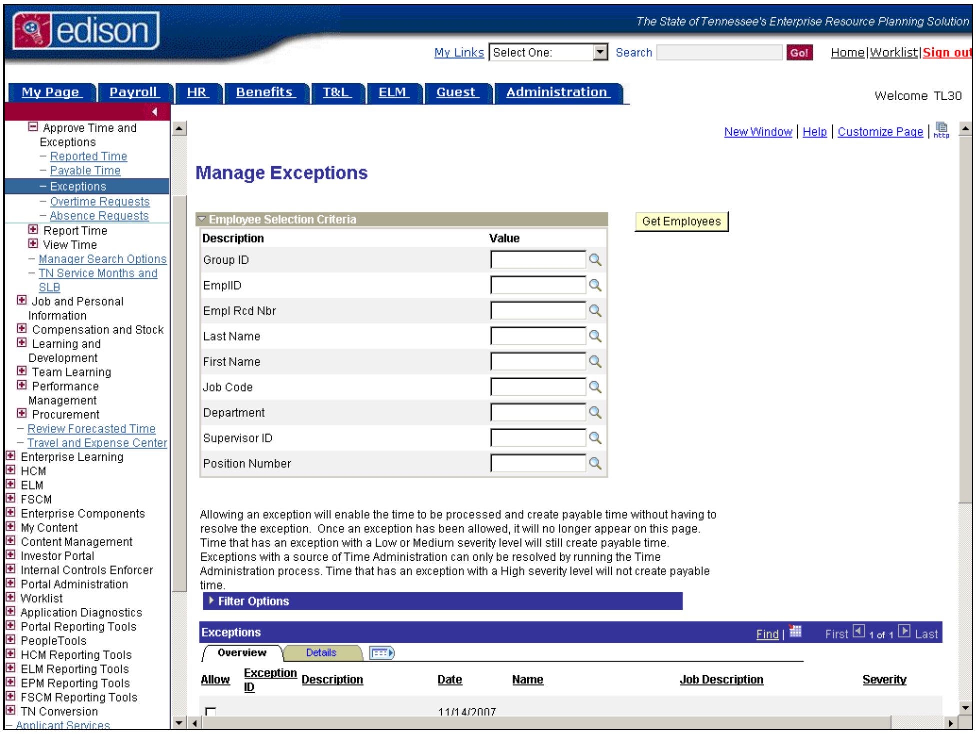
If Exceptions are not properly managed, the employee is at risk of not being paid.

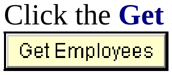
Procedure

In this lesson, you will **Manage Exceptions** for your employees.

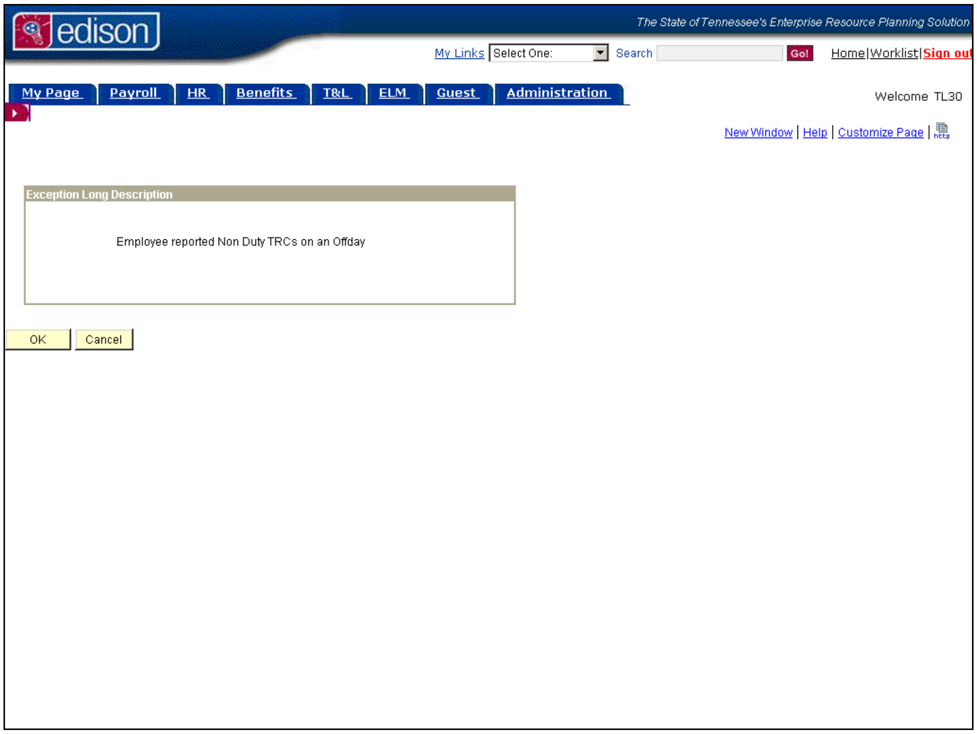


Step	Action
1.	The **T & L** tab on your **My Page** provides shortcut links to the Time and Labor actions available in **Edison**. Click the **T&L** tab. T&L
2.	Click the **Manage Exceptions** link listed on the **Manage Time and Labor** pagelet. Manage Exceptions

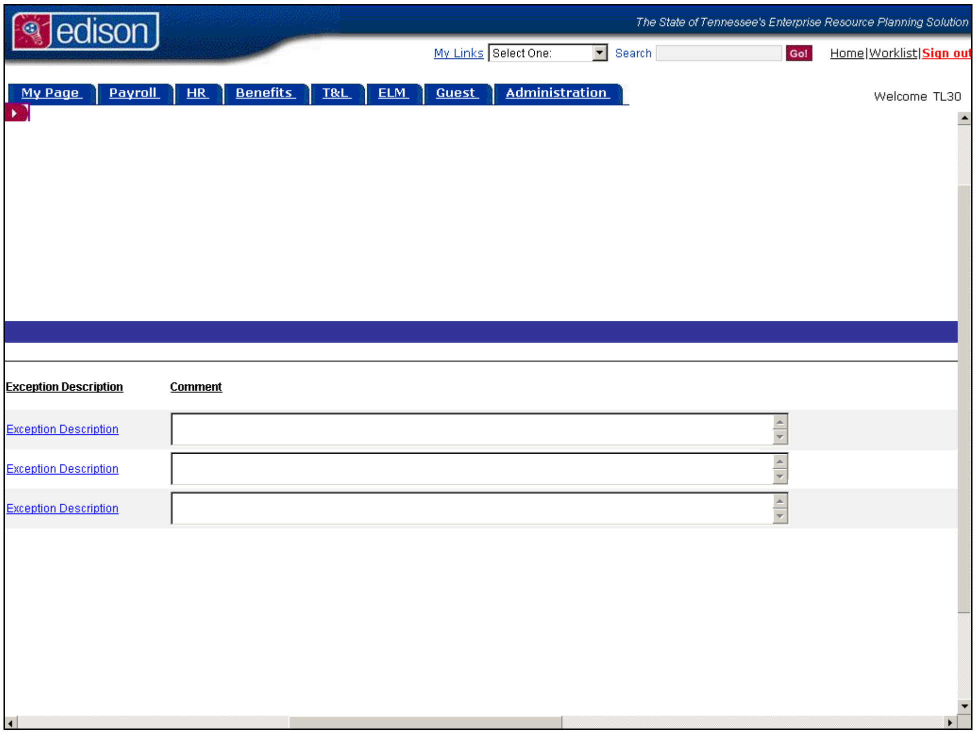


Step	Action
3.	Click the **Collapse** button. 
4.	The **Manage Exceptions** page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also simply return all the employees for whom you have approval authority.
5.	Using the **Employee Selection Criteria** section, specify filter values to return the list of employees for whom you want to view information.
6.	Leave the **Employee Selection Criteria** blank to return a full list of employees that report to you. Click the **Get Employees** button. 
7.	The **Filter Options** allow you to further filter the results displayed on the page. We do not recommend using this option since you will be responsible for managing all of your exceptions.
8.	Click the scroll bar.

Step	Action
9.	If you remember in our **Supervisor Views Employee Timesheet** lesson, one **Exception** was displayed on ***Buick Lincoln's*** timesheet on **11/24**. That **Exception** is listed here with a **Description**. Notice that three **Exceptions** are listed on this page for ***Buick Lincoln***. The reason that the **Exceptions** did not appear on the timesheet is because time was not reported for the holidays on **11/22** and **11/23**.
10.	In this example, only one employee's time generated **Exceptions**. However, any **Exceptions** generated for employees that report to you would be listed on this page for you to manage.
11.	The **Severity** level of each **Exception** is noted. **Exceptions** are assigned severity levels of **Low**, **Medium** or **High**. **Low** level **Exceptions** still allow the system to create **Payable Time** and must be reviewed to determine if corrective action is needed. **Medium** level **Exceptions** still allow the system to create **Payable Time** and must be reviewed to determine if corrective action is needed. **High** level **Exceptions** require a corrective action prior to the time becoming **Payable Time**.
12.	Notice that the **Allow** checkbox is grayed out for **High** exceptions. This forces a correction to the timesheet before payable time can be generated.
13.	Click the **Details** tab. Details
14.	The **Exception ID** is an identifier used to quickly recognize the exception without having to obtain more detail.
15.	The **Description** and the **Exception Data** give more detail about the reason for the exception.
16.	Click the scroll bar.
17.	Click the **Exception Description** link to view the long description about the exception. Exception Description

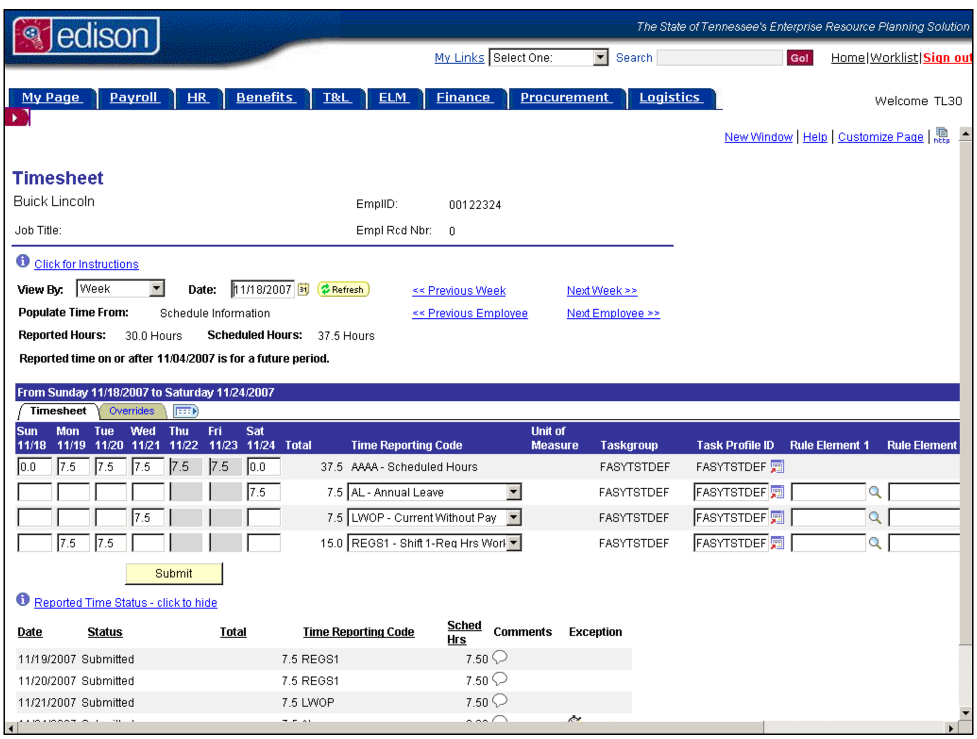


Step	Action
18.	Click the **OK** button. OK
19.	Use the **Comments** field to enter comments about how or why the exception was allowed or resolved.

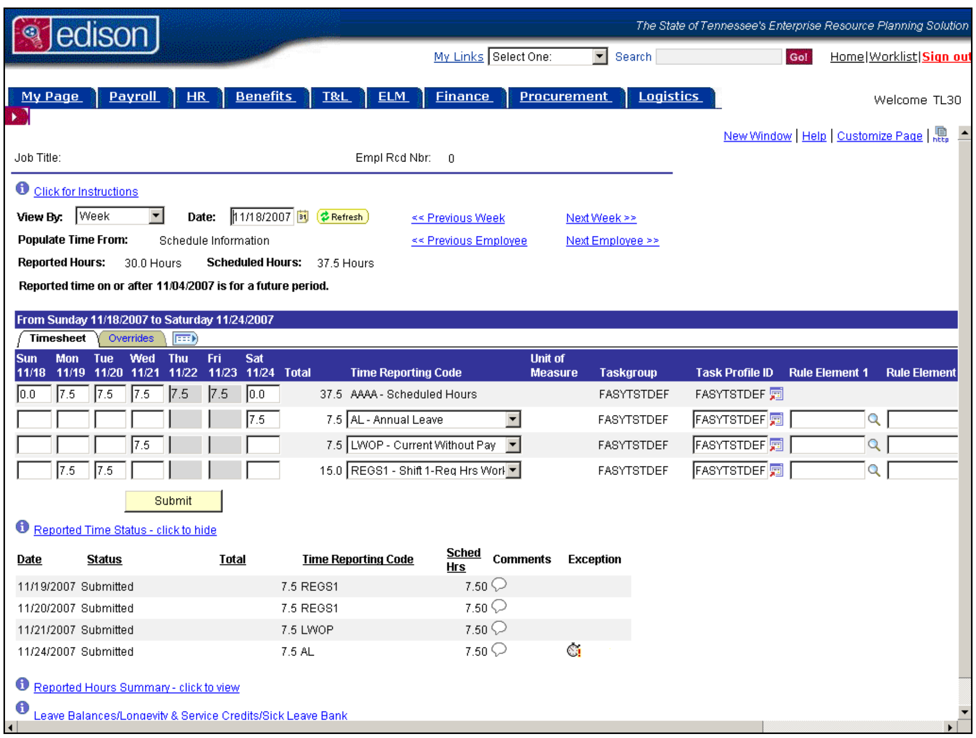


Step	Action
20.	Click the scroll bar.
21.	Click the **Overview** tab. 
22.	**Edison** will not be utilizing the **Clean Up Exceptions** button. **Do not** select **Clean Up Exceptions** when managing exceptions.
23.	Click the **Allow All** button to select all of the "low" or "medium" exceptions you want to allow. This selects the **Allow** check boxes for all the exceptions displayed on the page. If you click this button again, the system clears the **Allow** check boxes. "High" exceptions are not allowable and must be corrected. Please do not use the **Allow All** button until after you have verified each **Exception**. **Important Note:** Some "low" or "medium" exceptions are generated to bring a condition to the attention of a supervisor while other "low" or "medium" exceptions are listed to identify possible errors in reporting. You should not **Allow** an exception until you have verified and corrected possible errors. Once you have selected which exceptions you want to allow, click the **Save** button to allow the exceptions. The exceptions can now be processed through **Time Administration** to create payable time.

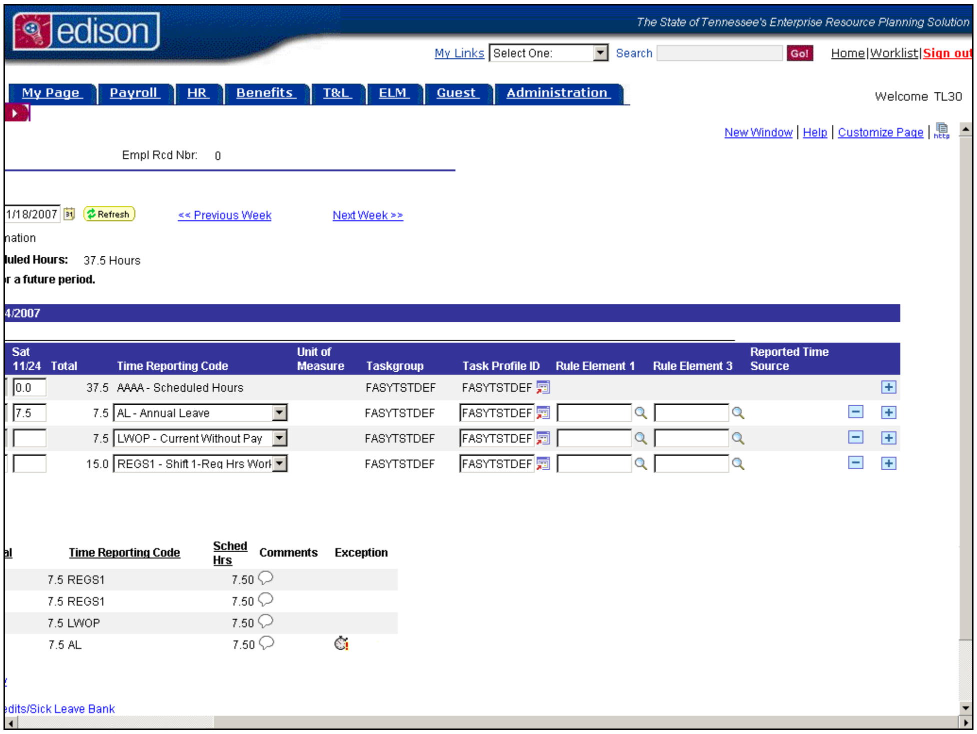
Step	Action
24.	In order to manage an **Exception**, we need to navigate back to the timesheet to view the cause of the **Exception**.
25.	Click the **T & L** tab. T&L
26.	Click the **Report Time** link on the **Timekeepers** pagelet. Report Time
27.	Click the **Collapse** button.
28.	Click in the **EmplID** field.
29.	Enter desired information into the **EmplID** field. Enter ***Buick Lincoln's* EmplID** "**00122324**".
30.	Click the **Get Employees** button. Get Employees
31.	Click the **Name** link displayed for ***Buick Lincoln***. Buick Lincoln



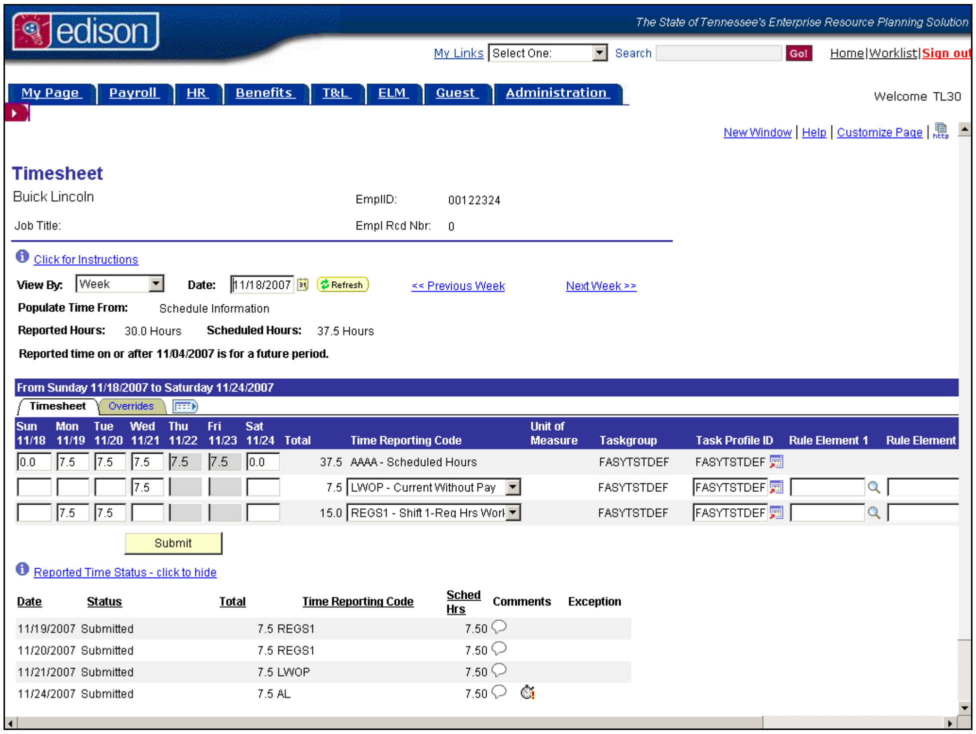
Step	Action
32.	Click the scrollbar.
33.	The **Exception** icon identifies the items we need to review.
34.	An **Exception** is listed on **Saturday, 11/24**. The employee reported **Annual Leave (AL)** on a day that he was not scheduled to work.
35.	If you are unsure of the employee's schedule for the week, you can refer to the scheduled hours row.
36.	For the **Exception** on **11/24**, you would contact the employee or timekeeper to verify time worked or leave taken. You determine that ***Buick*** was not scheduled to work on **11/24** and it was an error for **Annual Leave (AL)** to be reported on that day. Therefore, you will delete the row to correct the timesheet and clear the **Exception**.



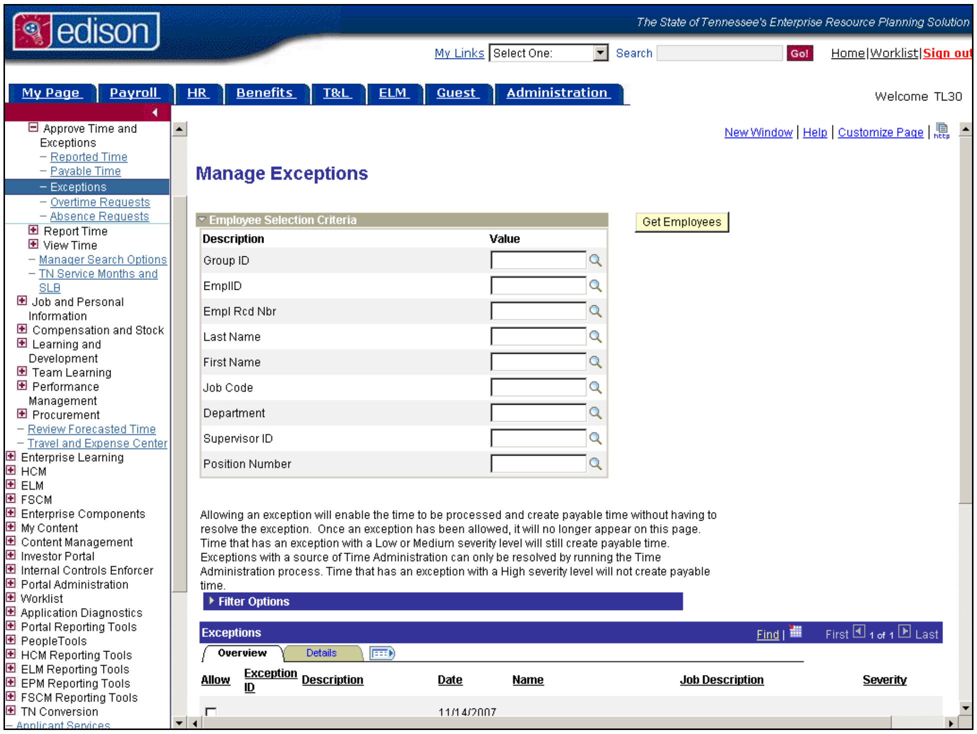
Step	Action
37.	Click the scroll bar.



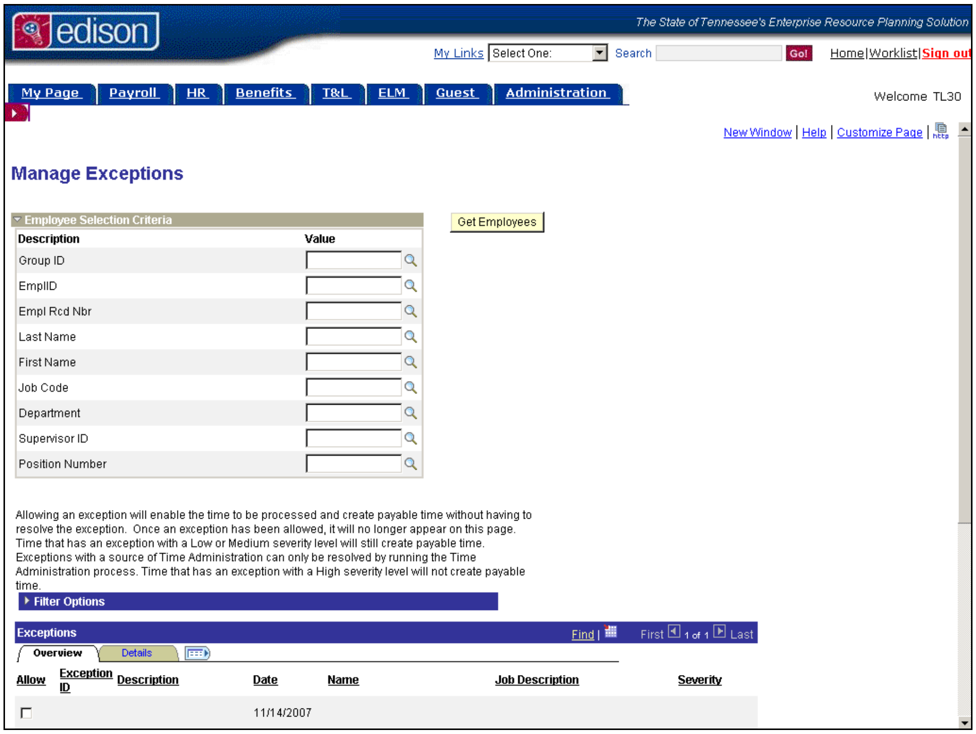
Step	Action
38.	Click the **Delete a row** button.



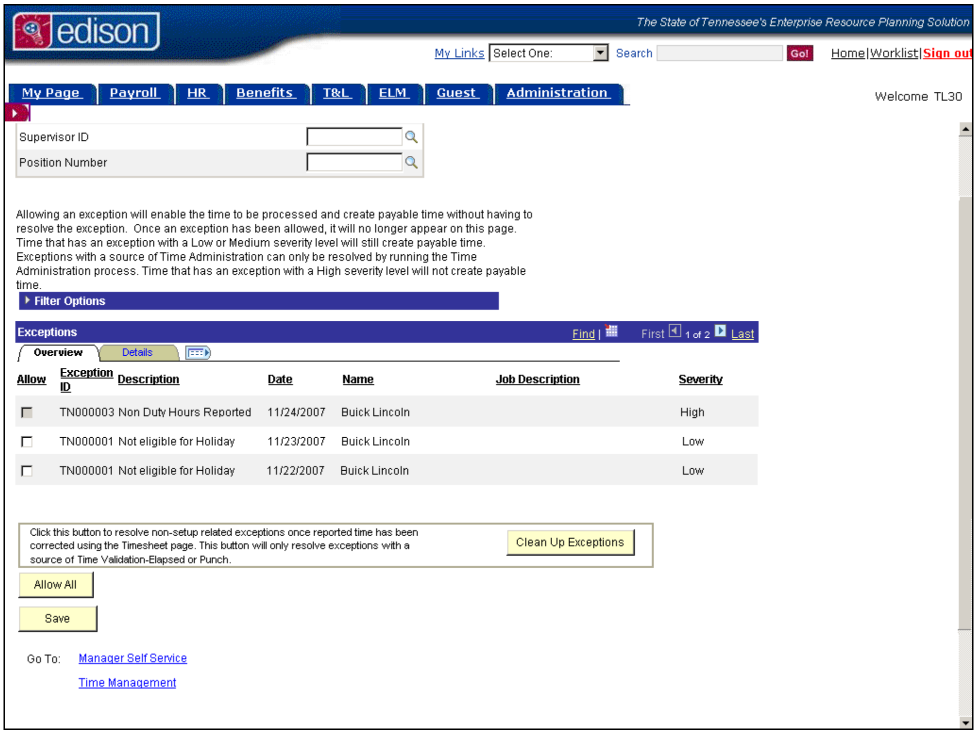
Step	Action
39.	Click the **Submit** button. Submit
40.	Click the **OK** button. OK
41.	The employee reported **Current Leave Without Pay (LWOP)** the day before a holiday. According to the State of Tennessee's Leave and Attendance policy this made ***Buick*** ineligible for holiday pay. This is the reason the **Low** severity level **Exception** generated. Since you have verified the employee was not eligible for holiday pay, you can go back and **Allow** the exception.
42.	We need to navigate back to the **Manage Exceptions** page.
43.	Click the **T&L** tab. T&L
44.	Click the **Manage Exceptions** link. Manage Exceptions



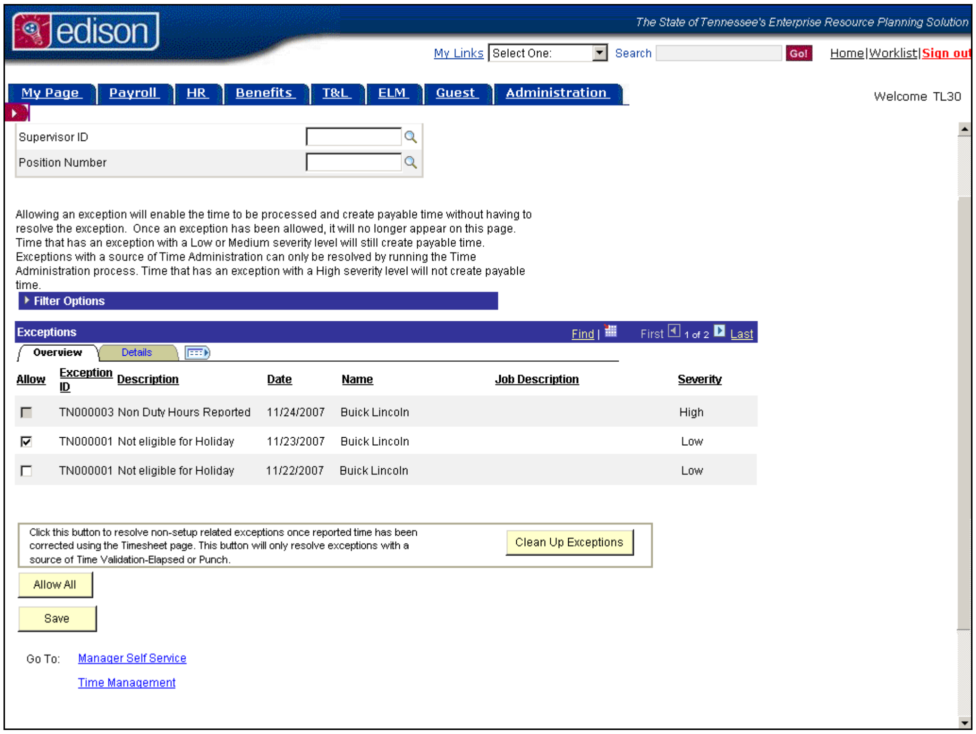
Step	Action
45.	Click the **Collapse** button. 



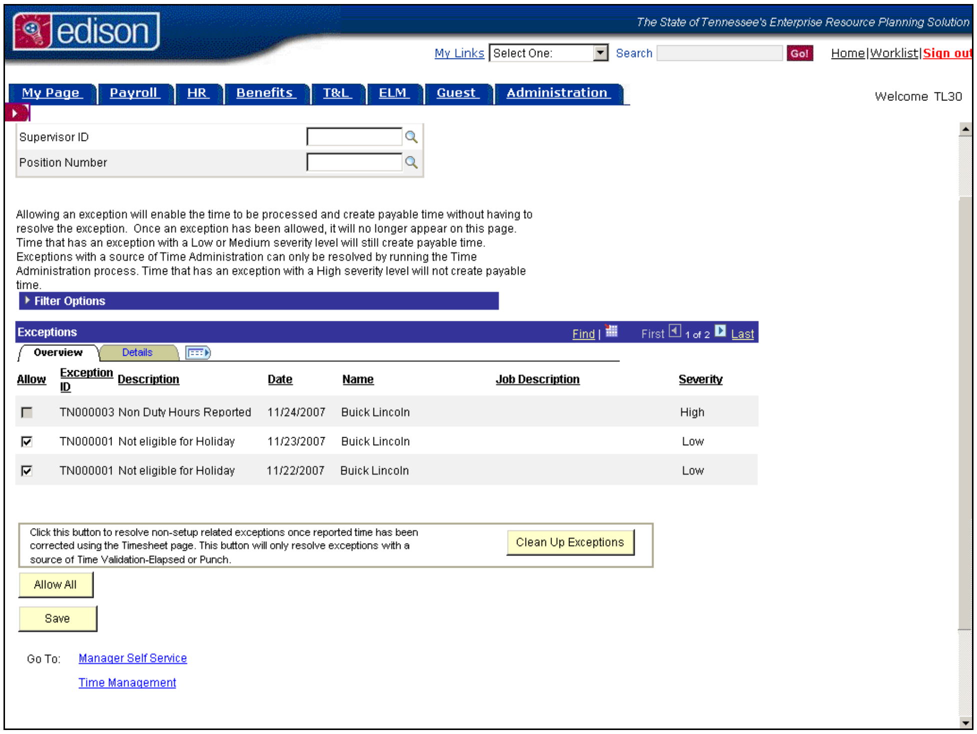
Step	Action
46.	Click the **Get Employees** button. Get Employees
47.	Click the scroll bar.
48.	The **High** level exception was corrected when we resubmitted **Buick's** timesheet, and it will be listed on the **Manage Exceptions** page until after **Time Administration** processes the resubmitted timesheet.



Step	Action
49.	Click the **Allow** checkbox next to the **Low** level **Exception** on **11/23**.



Step	Action
50.	Click the **Allow** checkbox next to the **Low** level **Exception** on **11/22**.



Step	Action
51.	Click the **Save** button. Save
52.	Click the **OK** button. OK
53.	Once **Exceptions** have been managed, **Time Administration** will process and reapply the State of Tennessee's Time and Attendance rules. **Time Administration** will run each night and continue to process time that has been resubmitted through the **Exception** management process**.** We will now review the employee Exceptions again to determine if our corrections eliminated the **Exceptions** for ***Buick***. The day after you have resubmitted time to correct **Exceptions** you must review the **Manage Exceptions** page to ensure all **Exceptions** were eliminated.
54.	Click the **Get Employees** button. Get Employees
55.	Click the scroll bar.
56.	Time Administration processed and no exceptions were identified for our employees.
57.	You have successfully managed exceptions for ***Buick Lincoln***. **End of Procedure.**

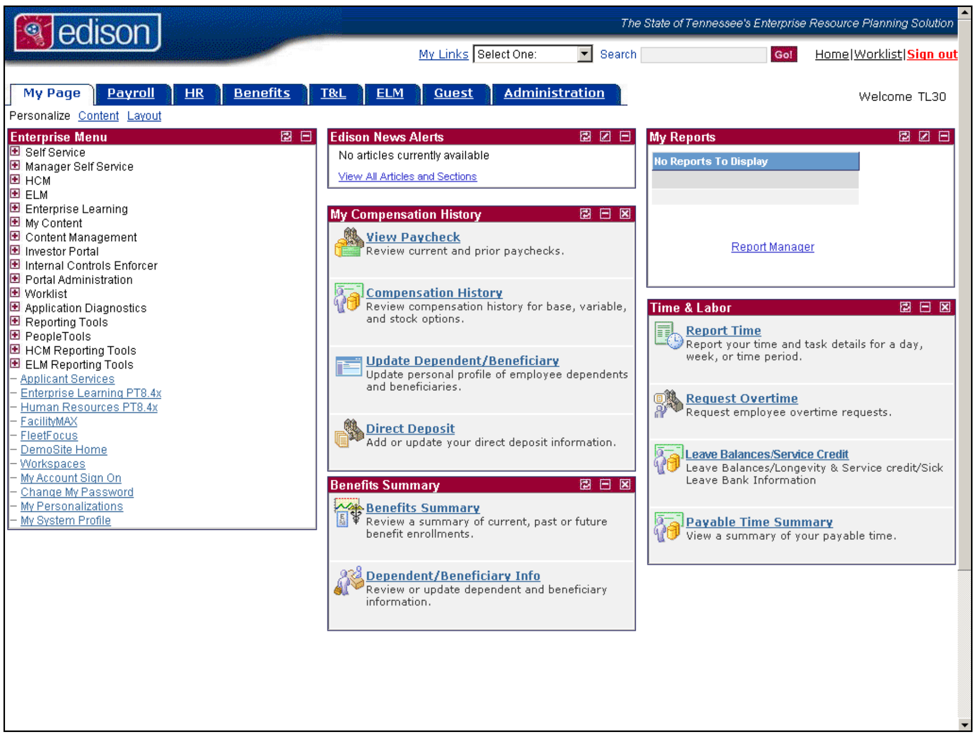
Step 3 - View Employee Payable Time (Summary)

STEP 3 provides managers and supervisors with an easy way to view an employee's weekly timesheet prior to payroll processing.

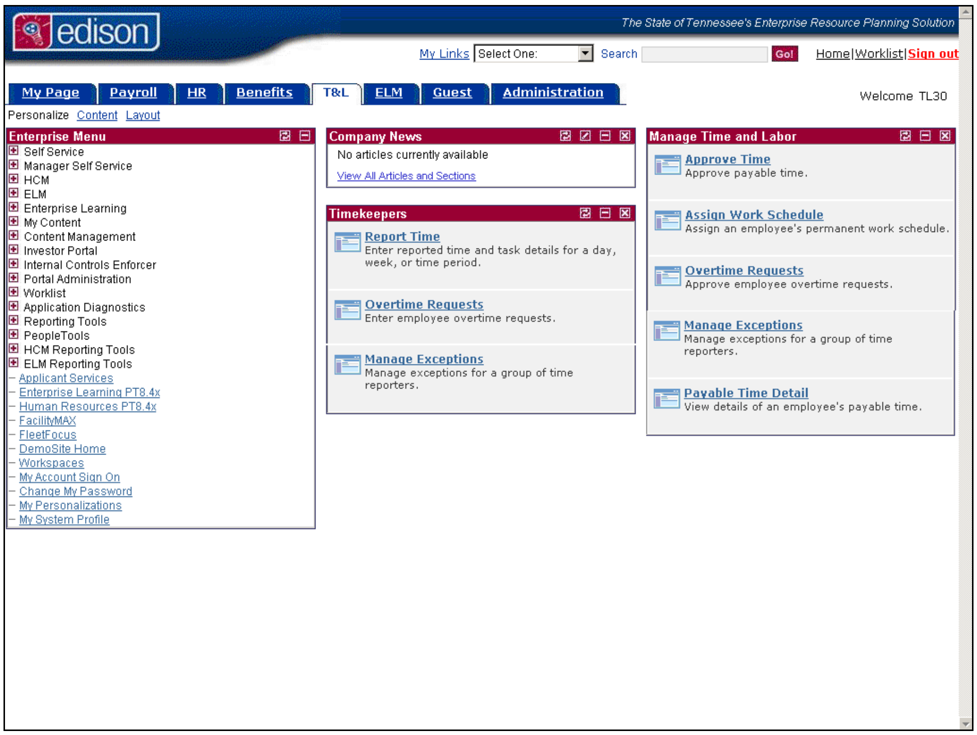
The **Payable Time Summary** pages displays one week's payable time by date, then by **Time Reporting Code (TRC).** The **Payable Time Summary** page provides a snapshot view of an employee's payable time.

Procedure

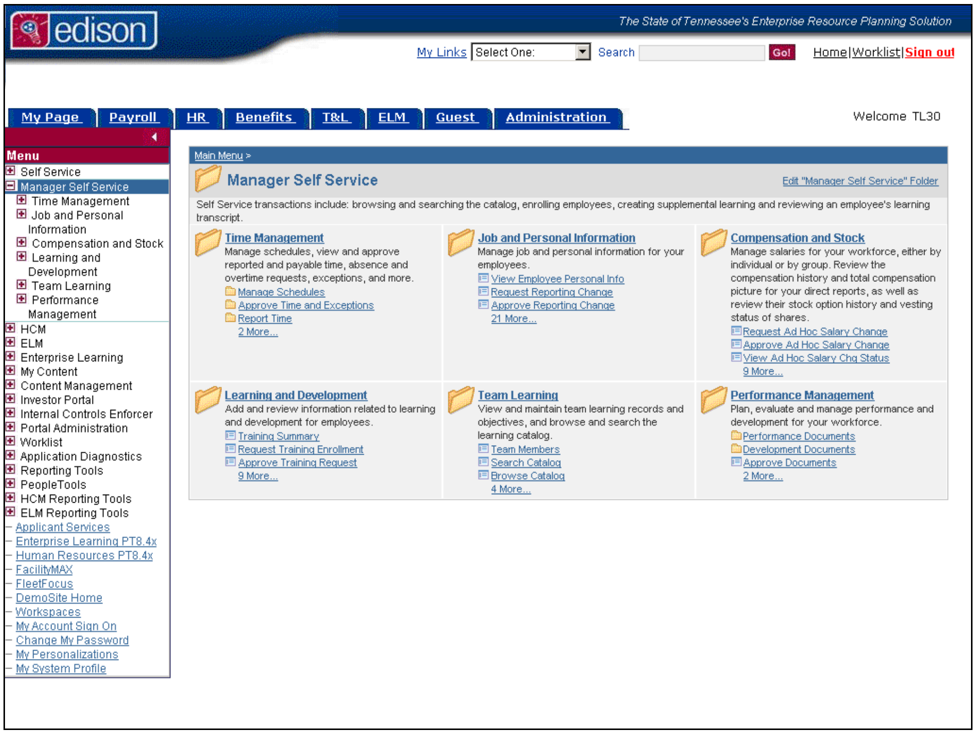
In this lesson, we will view the **Payable Time Summary** for your employees. This is time that has been reported by your employee(s) and has been processes through Time Administration.



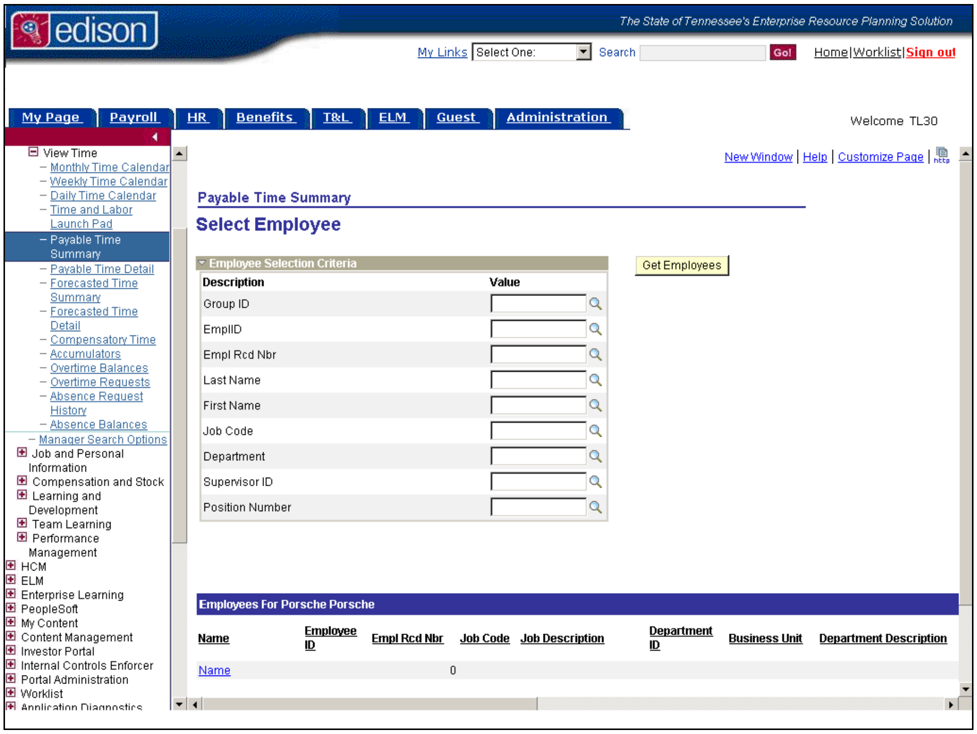
Step	Action
1.	The **T & L** tab on your **My Page** provides shortcut links to the Time and Labor actions available in the **Edison** system. Click the **T&L** tab. T&L



Step	Action
2.	Click the **Manager Self Service** link. Manager Self Service

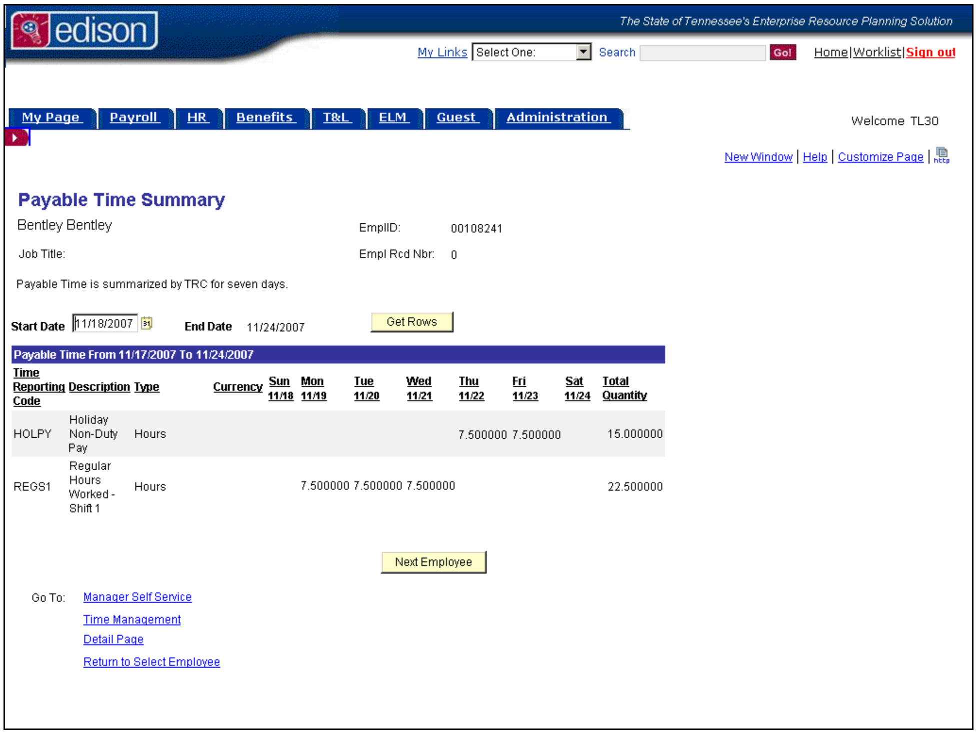


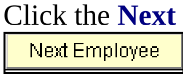
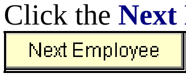
Step	Action
3.	Click the **Time Management** link. Time Management
4.	Click the **View Time** link. View Time
5.	Click the **Payable Time Summary** link. Payable Time Summary



Step	Action
6.	Click the **Collapse** button.
7.	The **Payable Time Summary** page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range, or many other criteria. You can also simply return all the employees for whom you have approval authority.
8.	Using the **Employee Selection Criteria** section, specify filter values to return the list of employees for whom you want to view information.
9.	You want to review the payable time for all employees that report to you. Leave the **Employee Selection Criteria** blank to return a full list of employees. Click the **Get Employees** button. Get Employees
10.	Notice that the system has returned a list of your employees. To begin viewing the payable summary, click the **Name** link provided for ***Bentley Bentley***. Bentley Bentley
11.	Use the **Payable Time Summary** display-only page to view an employee's week-by-week summary of payable time by time reporting code.
12.	Seven days of information are displayed based on the **Start Date** entered.

Step	Action
13.	As the employee's manager or supervisor, you will want to validate that the employee selected the appropriate Time Reporting Code (TRC) and that the system generated all time correctly. In this example the system Time and Labor Rules generated the HOLPY - Holiday Non-Duty Pay hours, and the employee's timesheet generated the REGS1 pay hours. As a reminder, the following four TRC's are the most commonly used by employees on their timesheet: **TRC Description** REGS1 -- Shift 1-Reg Hrs Worked AL ------- Annual Leave SL ------- Sick Leave CL ------- Compensatory Leave For a complete list of TRC's and their description, click the note icon below.
14.	**NOTE:** Reported time that has **High** severity level exceptions associated with it does not appear on this page because it is not considered payable time. Reported time that has **Low** or **Medium** severity level exceptions associated with it will create payable time and display on this page.
15.	**Bentley's** processed timesheet is reflected here which includes the regular hours worked (**REGS1**) as well as the holiday (**HOLPY**) TRC.



Step	Action
16.	Click the **Next Employee** button. 
17.	After **Managing Exceptions** and waiting for **Time Administration** to run, the payable time for **Buick** reflects regular hours worked (**REGS1**), leave without pay (**LWOP**), and Holiday no-pay (**HOLNP**).
18.	Click the **Next Employee** link. 
19.	**Cadillac's Payable Time Summary** displays regular hours worked (**REGS1**) along with Holiday Pay (**HOLPY**). **Notice:** The multiple rows for various **Task Profiles** do not appear on the summary page. In order to view Task Reporting information, you will need to go directly to the **Payable Time Detail** page.

Step	Action
20.	If an employee had worked in excess of their regular scheduled hours, overtime TRCs would appear in payable time. Some examples of Overtime TRCs include: **ROT** - Regular Overtime **POT** - Premium Overtime **POTX5** - Premium Overtime - Half Rate **RCOT** - Regular Compensatory Overtime **PCOT** - Premium Compensatory Overtime **PCOT5** - Premium Compensatory Overtime - Half Rate
21.	If the employee is receiving cash overtime, an exact match of **Regular Overtime (ROT)** hours for regular overtime and an exact match of **Premium Overtime (POT)** hours for premium overtime will display in payable time. For all occurrences of **POT** you will see a matching value of **Premium Overtime Half Rate (POTX5)** which will be used to pay the half time rate. For example: **POT**= 6 hours, **POTX5** = 6 hours
22.	For employees who are only eligible to receive **Regular Compensatory Overtime (RCOT)**, only **RCOT** will appear on the **Payable Time Summary**, regardless of the number of hours worked in excess of scheduled hours.
23.	If the employee is eligible to receive **Premium Compensatory Overtime (PCOT)**, an exact match of **Regular Compensatory Overtime** (**RCOT**) hours for regular overtime, and an exact match of **Premium Compensatory Overtime** (**PCOT**) hours for premium overtime will appear on the **Payable Time Summary** page. In addition to the **PCOT**, you will see **Premium Compensatory Overtime - Half Rate (PCOT5**). The value of **PCOT5** is half the **PCOT** value which represents the half portion of premium comp time earned. For example: **PCOT**=6 hours, **PCOT5** = 3 hours
24.	You have successfully view the **Payable Time Summary** for your employees. In the next lesson, we will navigate to the **Payable Time Detail** page. **End of Procedure.**

Step 4 - View Employee Payable Time (Details)

STEP 4 allows managers and supervisors to do the following when needed:

A. View the Labor Distribution of an employee's time; such as funding source, department, project/grant, General Ledger accounting string, etc.

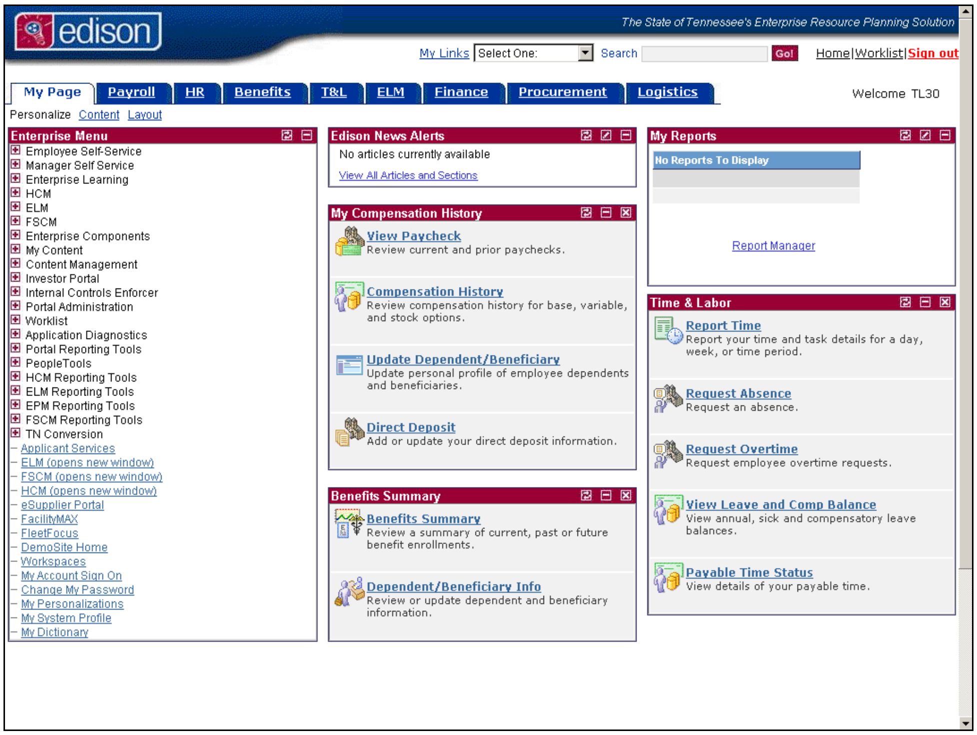
B. Allows you to view the status of payable time for employees. For instance, if an employee worked overtime and did not receive compensation on their paycheck, you could check Payable

Time Details to see if you actually approved the time for payroll processing. All time must be approved in order for the time to be processed by payroll.

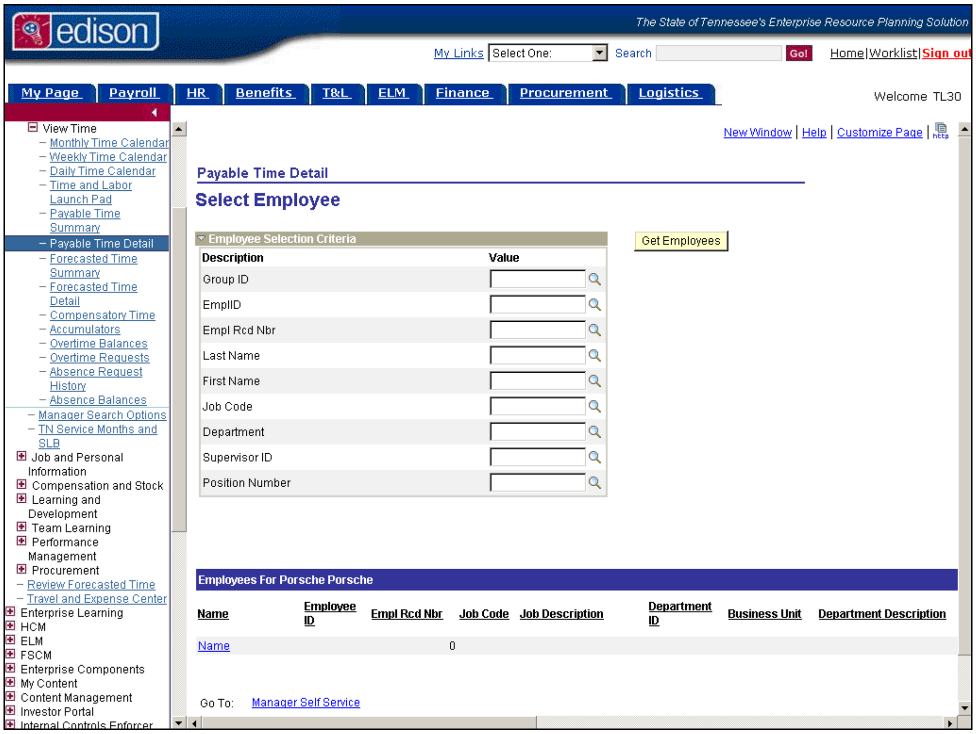
<u>If you do not need to view the information listed above, you can skip this step.</u>

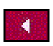
Procedure

In this lesson, you will view the **Payable Time Detail** for your employees.

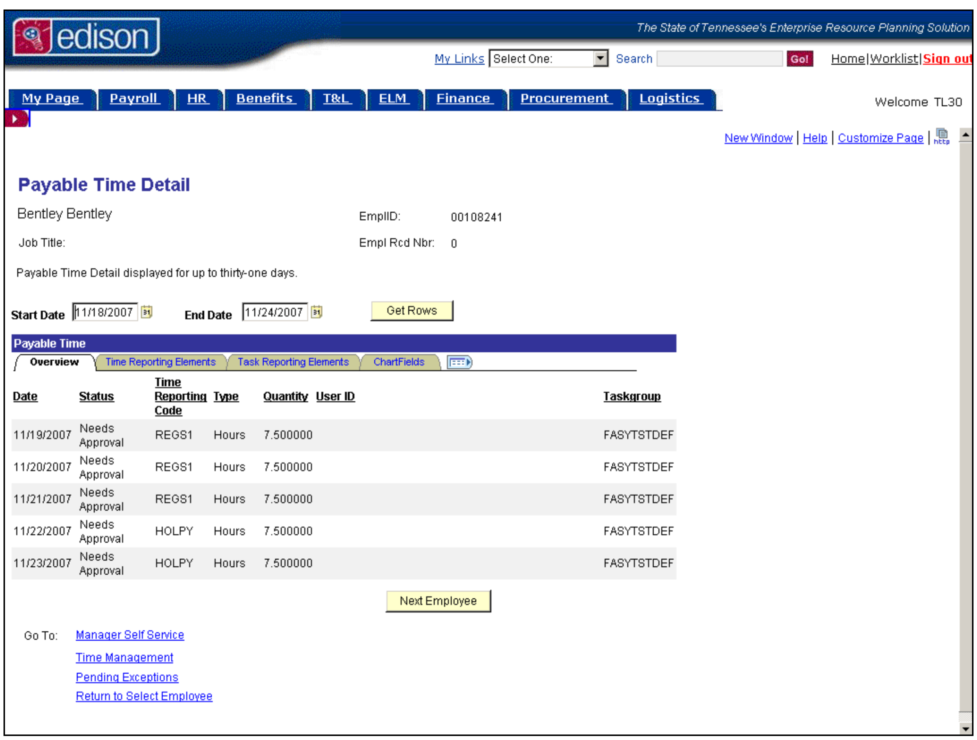


Step	Action
1.	The **T & L** tab on your **My Page** provides shortcut links to the Time and Labor actions available in **Edison**. Click the **T&L** tab. T&L
2.	Click the **Payable Time Detail** link. Payable Time Detail



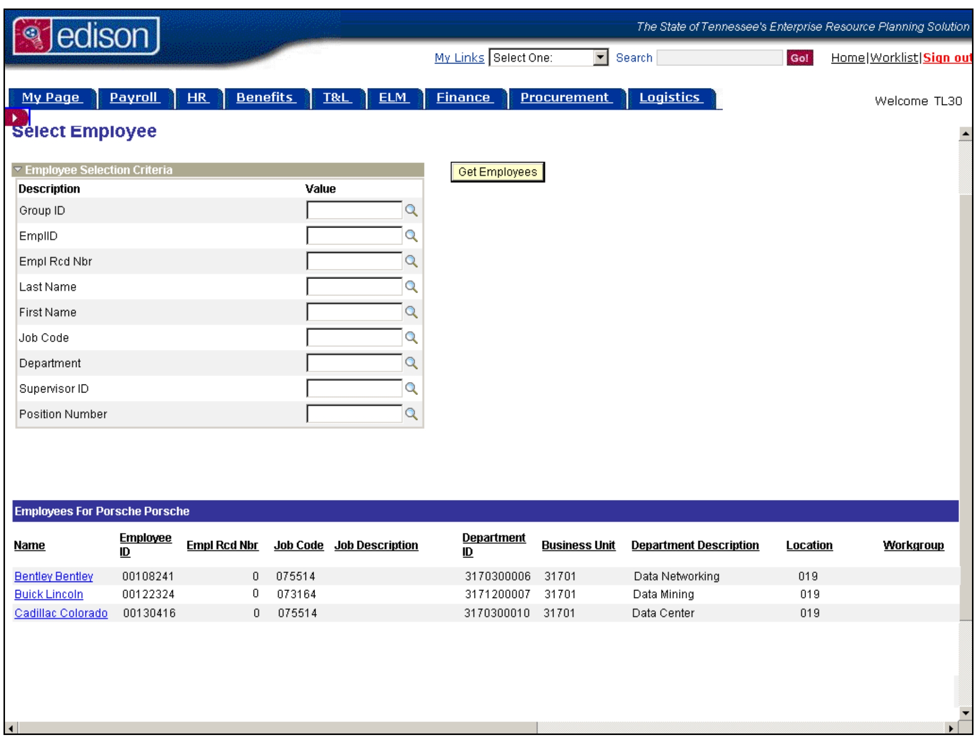
Step	Action
3.	Click the **Collapse** button. 
4.	The **Payable Time Detail** page provides the capability of refining a search. You can search for employees by employee ID, groups, a specific date range, or many other criteria. You can also simply return all the employees for whom you have approval authority but leaving the field blank and selecting the button "Get Employees".
5.	Use the **Employee Selection Criteria** section, to specify filter values to return the list of employees for whom you want to view information.
6.	In this case, you want to review the payable time for all employees that report to you. Leave the **Employee Selection Criteria** blank to return a full list of employees. Click the **Get Employees** button. Get Employees
7.	Notice that the system has returned your three employees. To begin viewing the payable detail, click the **Name** link provided for the employee, in this example select ***Bentley Bentley***. Bentley Bentley

Step	Action
8.	The **Payable Time Detail** provides details of all hours that are going to be passed to payroll once the time is approved.
9.	The **Payable Time Detail** can be displayed for up to 31 days. You can change the **Start Date** and **End Date** and then click the **Get Rows** button. **Important Note:** We suggest you view the **Payable Time Detail** in weekly increments equal to the workweek for which you are reviewing. This provides you with the total hours for that week and will appropriately display any overtime earned.
10.	**Time Administration** has processed and applied all Time and Labor rules.
11.	When we viewed ***Bentley's*** timesheet, in the **Supervisor Views Employee Timesheet** lesson, the reported hours total was **22.5.** The two days of holiday time were not reported on the timesheet. The **Payable Time Detail** page now reflects the holiday hours added by **Time Administration**.
12.	The **Status** column lists the status of the **Payable Time** for each day. **Notice:** in this example the time status displays "Needs Approval".

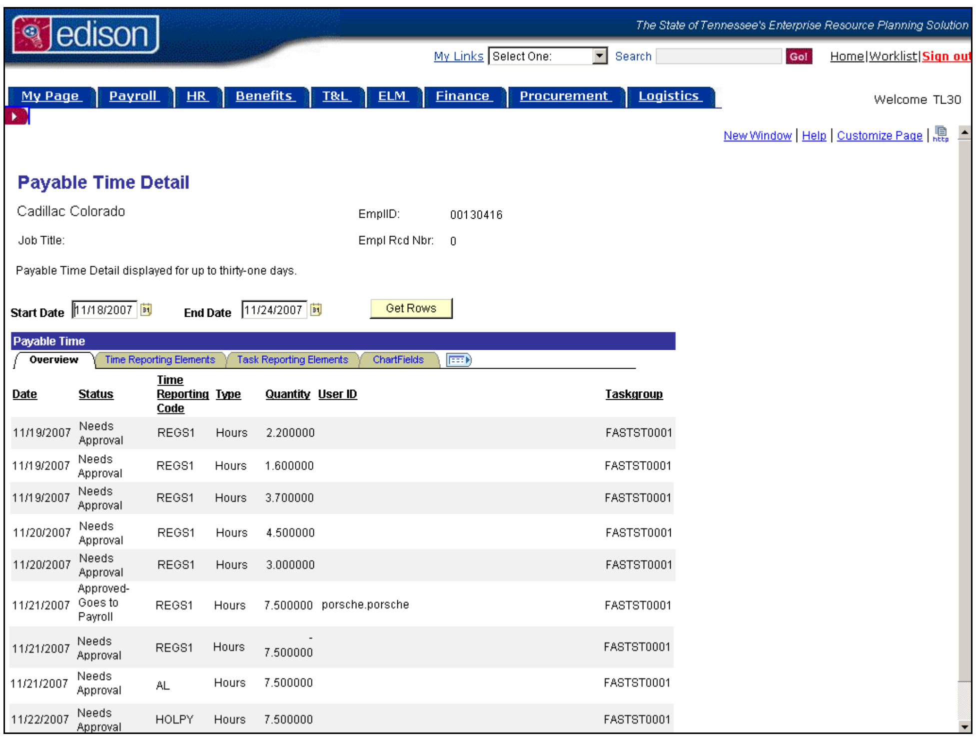


Step	Action
13.	Click the **Time Reporting Elements** tab. Time Reporting Elements
14.	The **Time Reporting Elements** tab adds the columns below for your review.
15.	Click the **Task Reporting Elements** tab. Task Reporting Elements
16.	The **Task Reporting Elements** tab adds the columns below for your review. This page is used by managers or supervisor who want to validate that the employee selected the appropriate Project Costing Chartfield. Project Costing Chartfield values are assigned to Task Profile ID's. Employees can allocate their time to a project or grant by selecting the appropriate Task Profile ID on the timesheet. When an employee's time has been allocated to a project or grant the Project Costing Chartfield values would appear in the Project Id and Activity Id fields. **NOTE:** For the majority of Agencies, this information will automatically be populated by the system. However, agencies with employees who allocate their time to different or several Federal or State grants will use this page to validate whether or not the employee has correctly allocated their time.
17.	Click the scroll bar to review other information provided on this tab.
18.	The **Task Reporting Elements** tab adds the columns below for your review.
19.	Click the scroll bar to return to the left side of this page.
20.	Click the **ChartFields** tab. ChartFields
21.	The **ChartFields** tab adds the columns below for your review. This page is used to view the General Ledger Chartfields that have been associated to the selected Task Profile ID that was entered on the employee's timesheet. **NOTE:** this information is directly tied to the Task Profile ID and will automatically be populated by the system.
22.	Click the **Next Employee** button. Next Employee
23.	***Buick Lincoln's*** **Payable Time Detail** is returned for you to review.
24.	The **Payable Time Detail** can be displayed for up to 31 days. You can change the **Start Date** and **End Date** and then click the **Get Rows** button. **Important Note:** We suggest you view the **Payable Time Detail** in weekly increments equal to the workweek for which you are reviewing. This provides you with the total hours for that week and will appropriately display any overtime earned.

Step	Action
25.	On **11/21/2007**, ***Buick*** has **7.5 hours** of **Leave Without Pay (LWOP)**.
26.	When we viewed ***Buick's*** timesheet, in the **Supervisor Views Employee Timesheet** lesson, the two days of holiday time were not reported on the timesheet. The **Payable Time Detail** page now reflects the holiday hours added by **Time Administration**. ***Buick*** did not meet the State requirements to qualify for Holiday pay. **Time Administration** assigned 7.5 hours of **Holiday No Pay (HOLNP)** for ***Buick*** on **11/22/2007** and **11/23/2007**.
27.	At this point, you could select the **Next Employee** button to advance to your next employee. In addition, you can also use the **Return to Select Employee** link to see a list of all of your employees with payable time. Click the **Return to Select Employee** link. Return to Select Employee



Step	Action
28.	Continue reviewing the **Payable Time Detail** for your employees. Click the link provided for ***Cadillac Colorado***. Cadillac Colorado
29.	The **Payable Time Detail** can be displayed for up to 31 days. You can change the **Start Date** and **End Date** and then click the **Get Rows** button. **Important Note:** We suggest you view the **Payable Time Detail** in weekly increments equal to the workweek for which you are reviewing. This provides you with the total hours for that week and will appropriately display any overtime earned.



Step	Action
30.	Click the scrollbar.
31.	Notice that **11/19** has three rows of information, but only one (7.5 hour) day was reported on the timesheet. The reason this has occured is because the **Task Profile ID** we chose is set up to be allocated to three different buckets (i.e. grants, projects, etc.).

Step	Action
32.	As a supervisor, it is your responsibility to verify that the number of reported hours equals the number of payable hours. In this example, **7.5** hours were reported on the timesheet, and the three lines of payable time for **11/19** add up to **7.5** hours (2.2 + 1.6 + 3.7).
33.	Note that ***Cadillac*** has three rows of information dated **11/21/2007**.
34.	In this example, **REGS1** hours were reported for ***Cadillac*** and approved by his supervisor **Porsche Porsche.**
35.	When approved payable time is modified, a reversal (-) is created. The original, reversal, and new entry lines all need to be approved. **Note:** Not only will changes to TRCs create reversals, but also changes to **Task Profiles** may also create reversals.
36.	The **negative sign (-)** listed above the 7.500000 in the **Quantity** column for this entry reflects negative hours.
37.	A new timesheet was then submitted changing the reported hours on 11/21/2007 from **REGS1** to **AL.** This caused the **negative (-)** entry on the **Payable Time Detail**.
38.	**AL - Annual Leave** is the new entry on **11/21/2007** that was reported and submitted on the timesheet which replaced **REGS1**.
39.	When we viewed ***Cadillac's*** timesheet, in the **Supervisor Views Employee Timesheet** lesson, the reported hours total was **22.5**. The two days of holiday time were not reflected on the timesheet. The **Payable Time Detail** page now reflects the holiday hours added by **Time Administration**.
40.	You have successfully viewed the **Payable Time Detail** for your employees. **End of Procedure.**

Step 5 - Approves Employee Payable Time

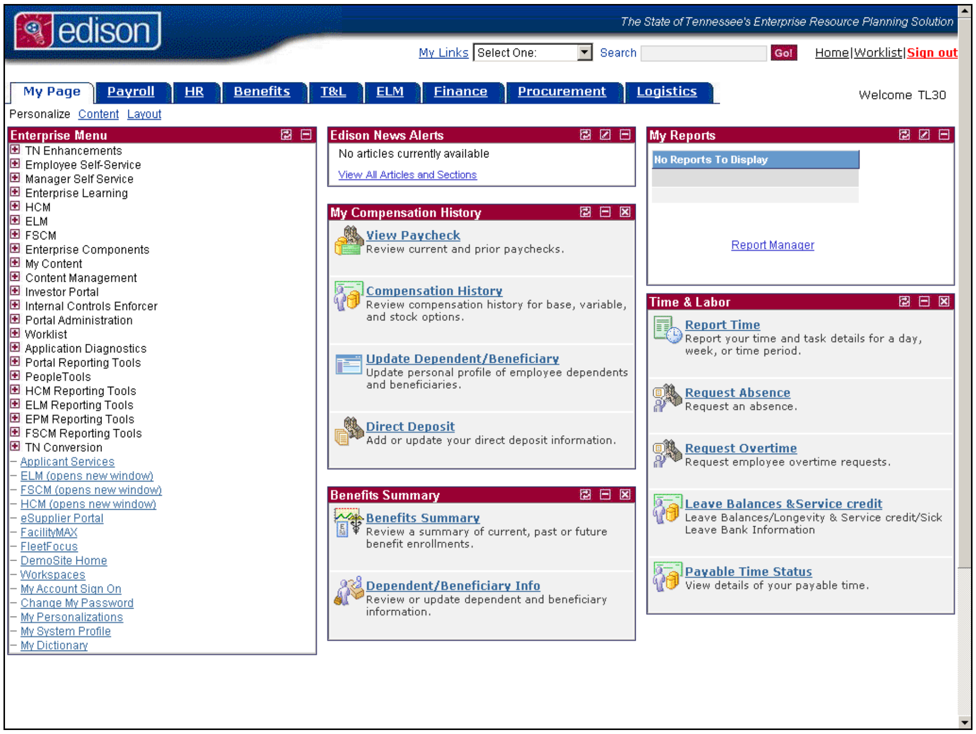
STEP 5 - in this step managers and supervisors approve employee's time so that it will be processed in the next payroll cycle.

This is the last step in the approval process. After the **Supervisor** or **Alternate Time Approver** approves the employee's **Payable Time**, the time is sent to payroll for processing.

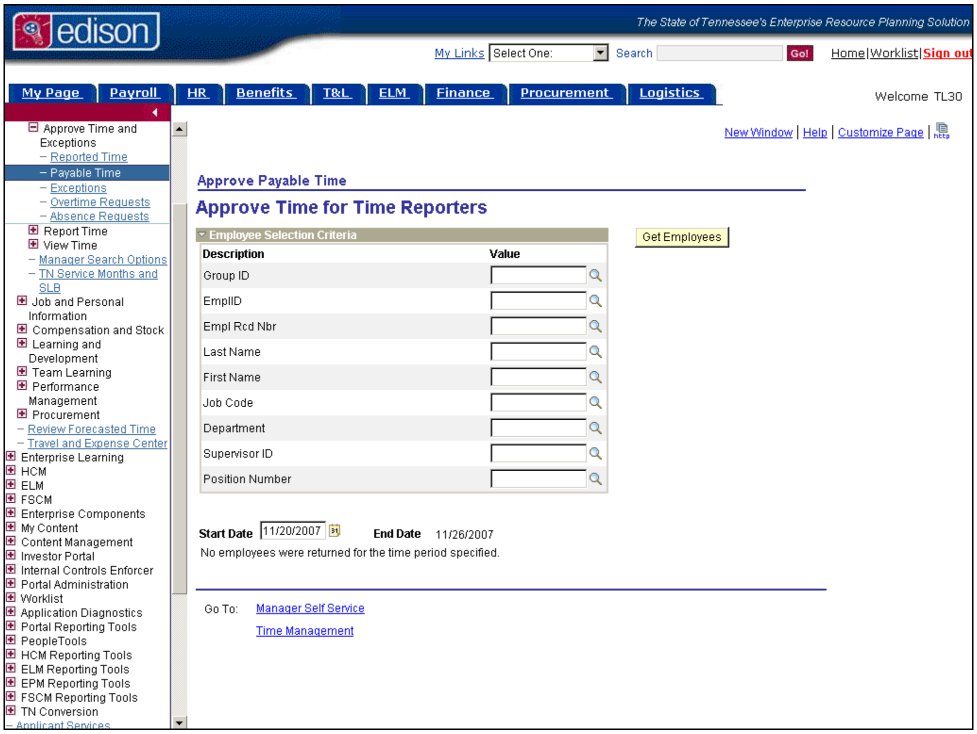
NOTE: Unapproved time does NOT process through payroll.

Procedure

In this lesson you will **Approve the Payable Time** for your employees.

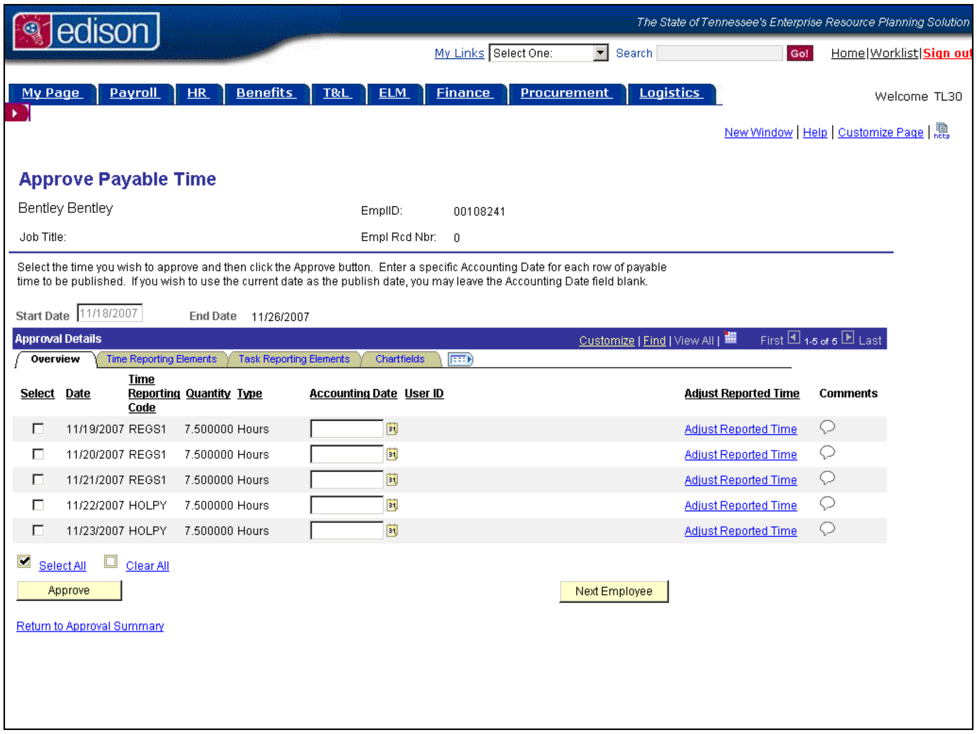


Step	Action
1.	The **T & L** tab on your **My Page** provides shortcut links to the Time and Labor actions available in the **Edison** system. Click the **T&L** tab. T&L
2.	Click the **Approve Time** link. Approve Time

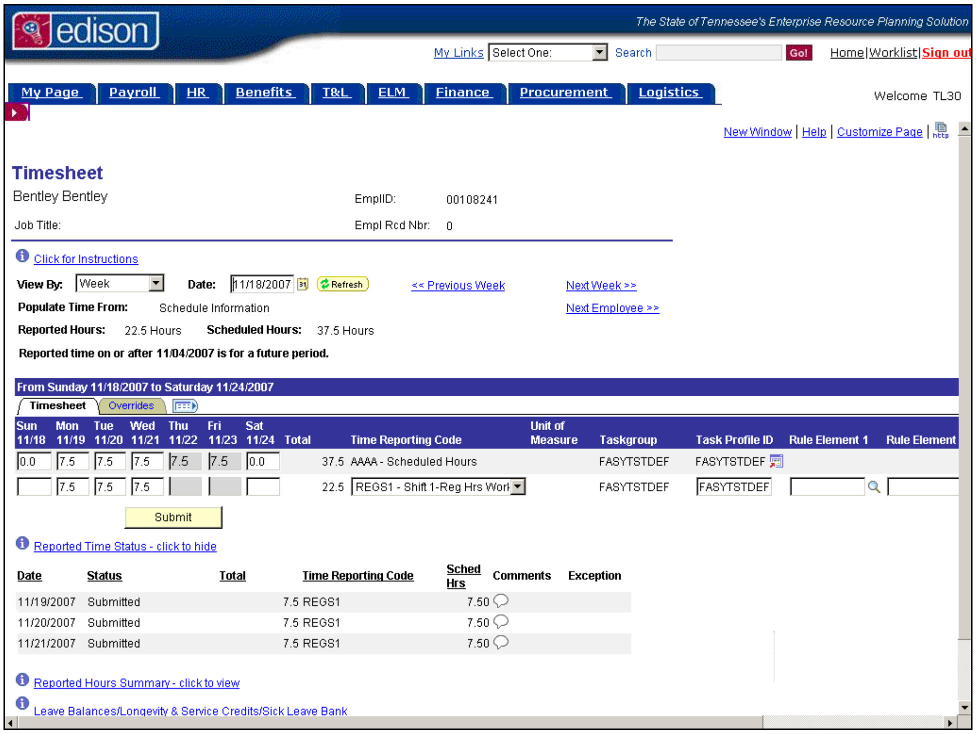


Step	Action
3.	Click the **Collapse** button.
4.	The **Approve Time for Time Reporters** page offers you the capability to refine your search for employees by including groups, employee IDs, a certain date range or many other criteria. You can also simply return all the employees for whom you have approval authority.
5.	Using the **Employee Selection Criteria** section, specify filter values to return the list of employees for whom you want to view information.
6.	**Edison requires weekly time approval.** Click the **Calendar** button to select the **Start Date** of the week you wish to approve.
7.	You want to approve **Payable Time** for the workweek of **November 18** through **November 24**. Click the **18** link. 18
8.	Leave the **Employee Selection Criteria** blank and all employees that report to you will be returned for your review. Click the **Get Employees** button. Get Employees

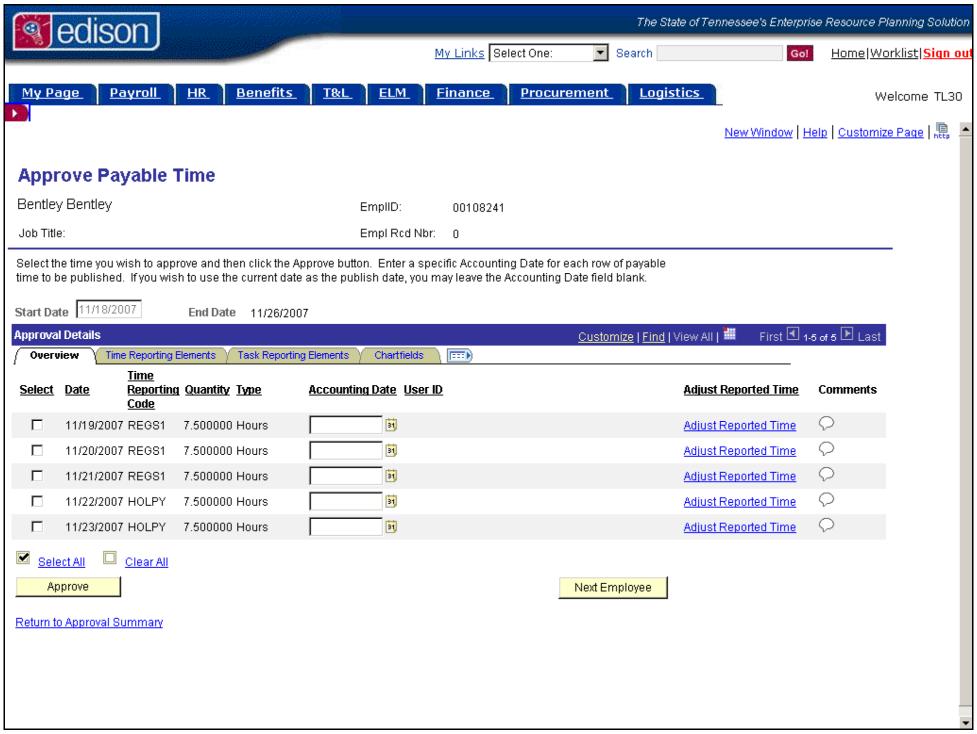
Step	Action
9.	Click the scroll bar to view the employee listed at the bottom of this page.
10.	Displayed for approval are the **Total Payable Hours** within the selected workweek. The **Total Payable Hours** should account for all the employee's scheduled hours for that workweek. To obtain daily information regarding daily hours worked and **Time Reporting Codes** selected, click on the employee's name link.
11.	To view the daily reported hours, the **Time Reporting Codes (TRC)** and **Task Profiles** associated with the employee's time click the link provided for ***Bentley Bentley***. Bentley Bentley
12.	The employee's **Payable Time** is expanded to a daily view and the **Time Reporting Codes** associated with the hours are listed.
13.	***Bentley*** submitted **7.5 hours** using the **Time Reporting Code REGS1** (Regular Hours Shift 1) on **11/19/2007**. Each day is listed for your review.
14.	The **Adjust Reported Time** link takes you to the employees timesheet for the date selected. The timesheet provides you a view of the **Task Profiles** associated with the employee's time.



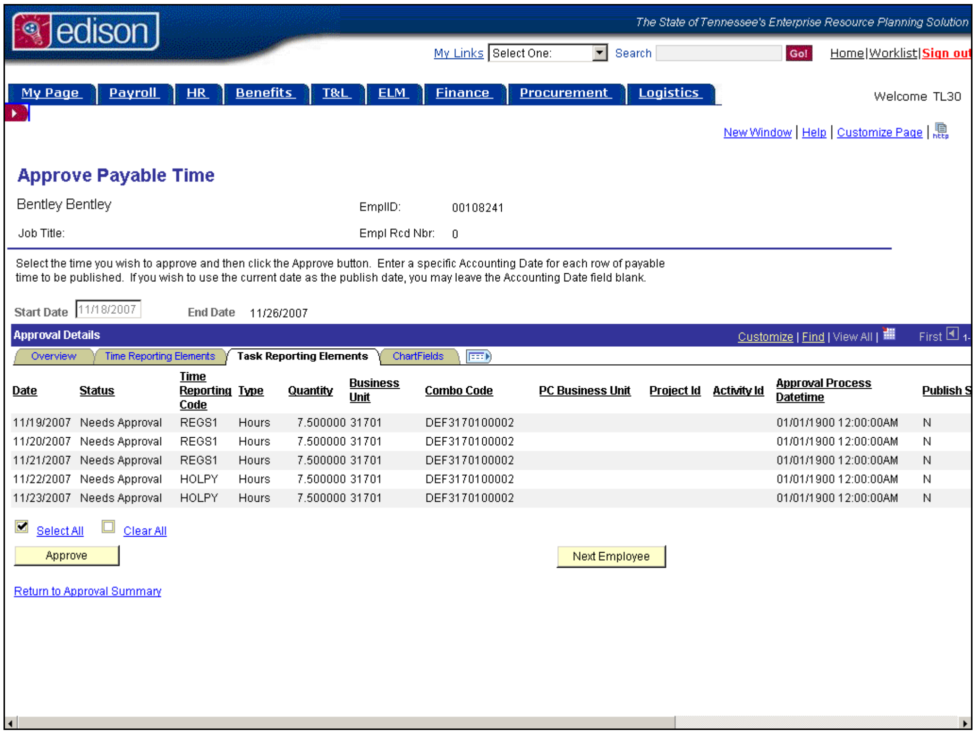
Step	Action
15.	Click the **Adjust Reported Time** link. Adjust Reported Time
16.	The employee's timesheet is now displayed. Review and verify the appropriate reported hours, **Time Reporting Codes (TRC)** and **Task Profiles** were selected.
17.	The supervisor can correct the **Reported Time** time by making an adjustment on the displayed timesheet. The preferred method is to request the employee to make the appropriate change. The supervisor should only make corrections when necessary, such as: when the employee is unavailable. All corrections made by the supervisor should be documented on the appropriate form. This form requires both the employee and manager's signature. If an adjustment is made, the supervisor must **Submit** the timesheet. The following steps would then be required: 1. **Time Administration** must process the timesheet. 2. **Exceptions** must be managed. 3. The corrected timesheet must be **Approved .**
18.	If you remember from the **View Employee Timesheet** lesson, our example workweek includes two holidays, **Thursday 11/22** and **Friday 11/23**. ***Bentley*** did not report hours on either day because he did not work.



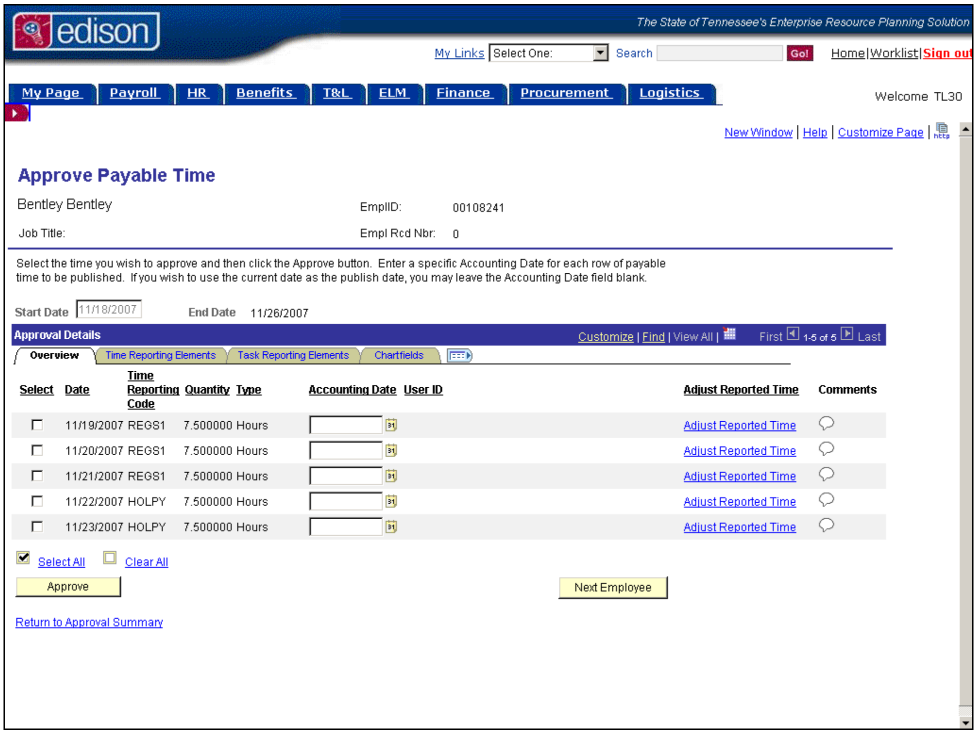
Step	Action
19.	We are finished reviewing the timesheet. Click the scroll bar.
20.	Click the **Return to Approval Details** link. Return to Approval Details
21.	**Time Administration** has applied the Holiday hours **(HOLPY)** to ***Bentley's* Payable Time** because he met the State requirements for Holiday pay.



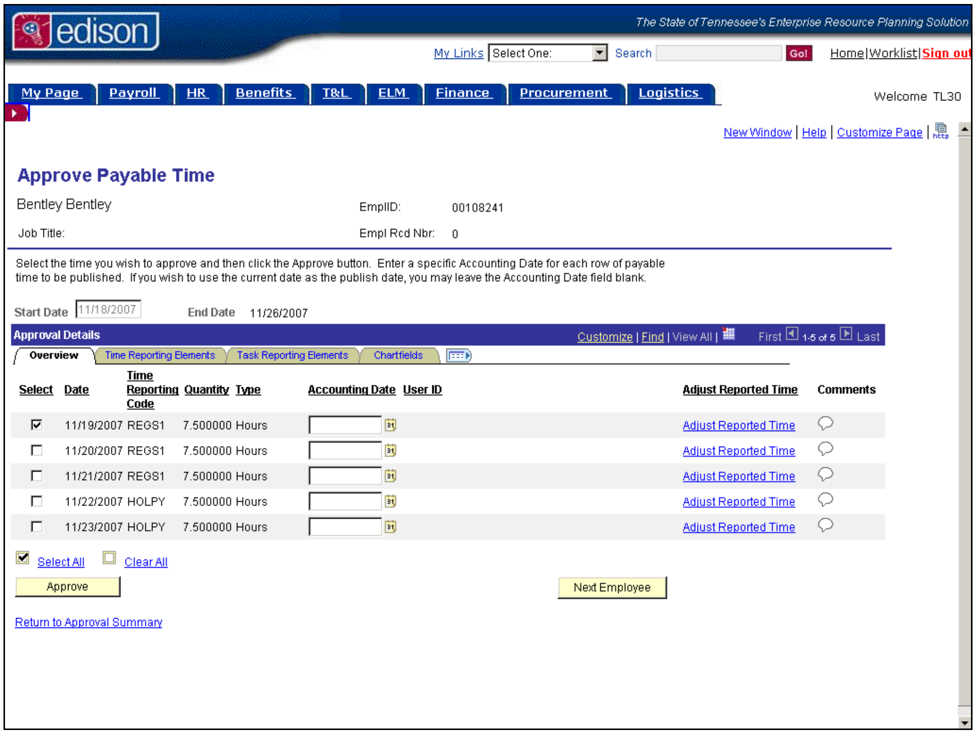
Step	Action
22.	Click the **Time Reporting Elements** tab to review more information regarding **Bentley's** time. Time Reporting Elements
23.	The **Time Reporting Elements** are now displayed.
24.	Click the **Task Reporting Elements** tab to review more information regarding **Bentley's** time. Task Reporting Elements
25.	The **Task Reporting Elements** are now displayed.



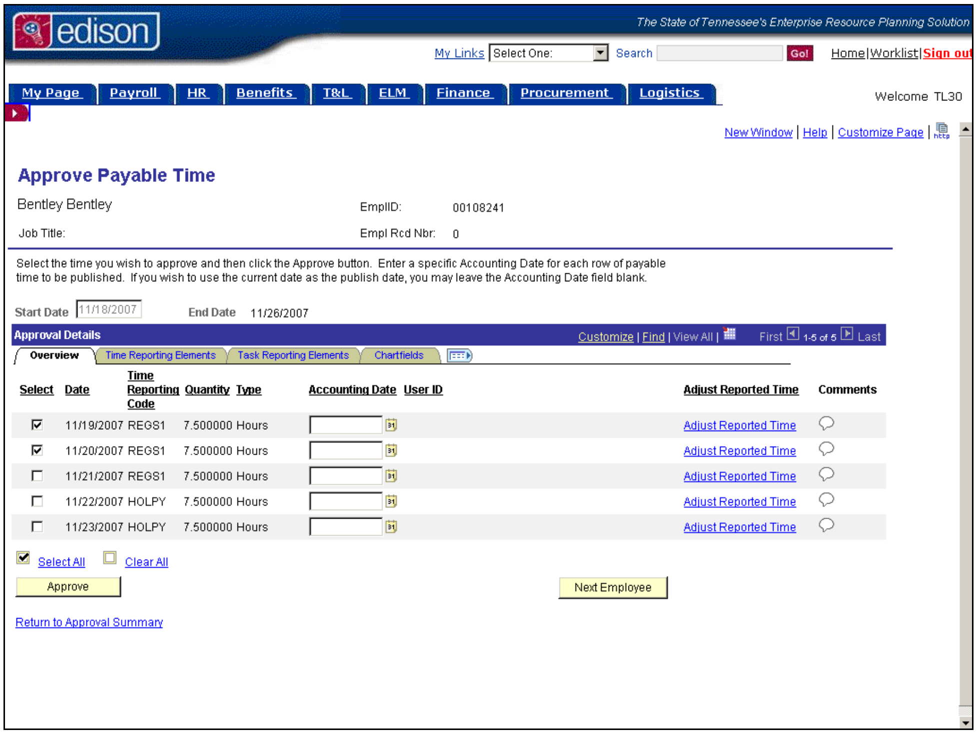
Step	Action
26.	Click the **ChartFields** tab to review more information regarding **Bentley's** time. ChartFields
27.	The **Chartfield** information is now displayed.
28.	Click the **Overview** tab to complete the approval process. Overview
29.	After verifying the accuracy of all Time Reporting elements, the supervisor should select the box beside each day for approval.



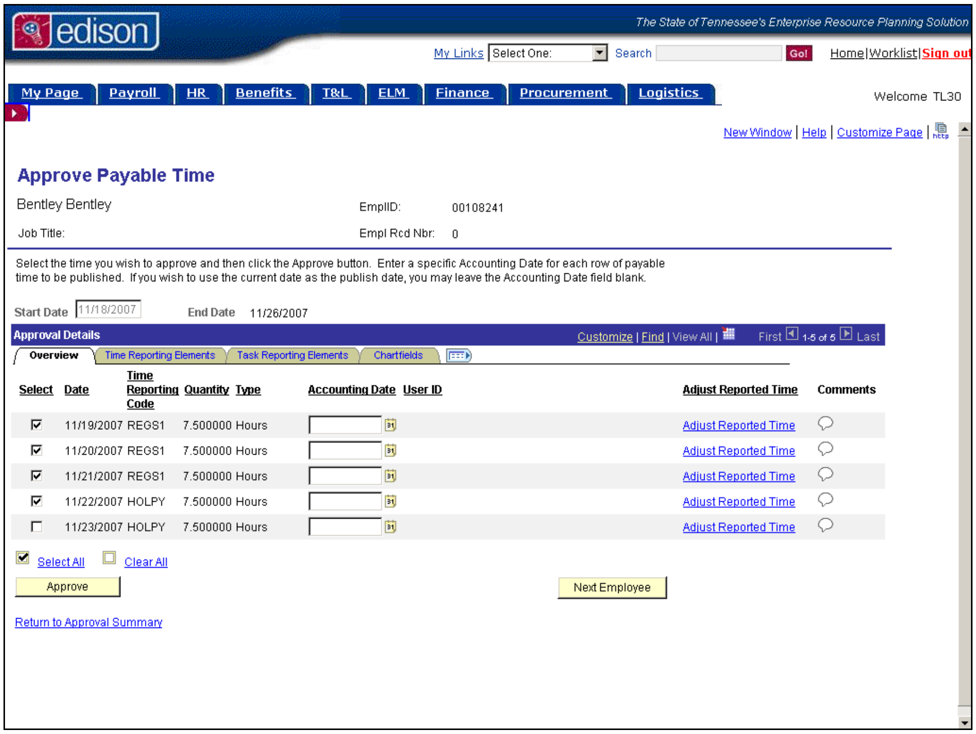
Step	Action
30.	Click the checkbox corresponding to **11/19**.



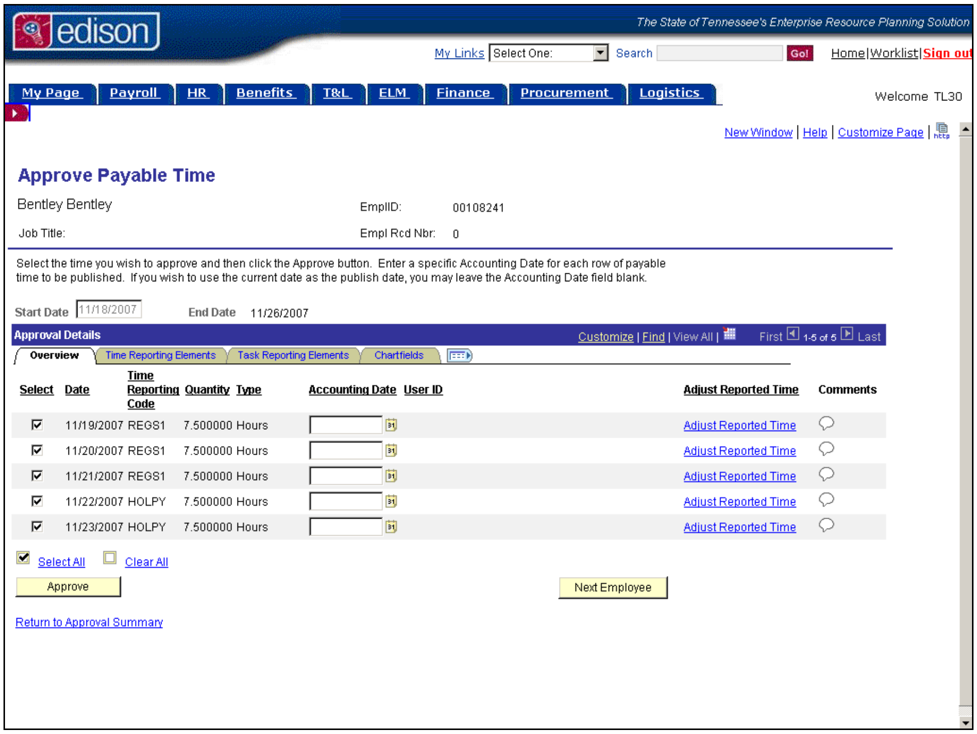
Step	Action
31.	Click the checkbox corresponding to **11/20**.

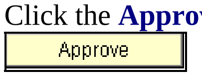


Step	Action
32.	Click the checkbox corresponding to **11/21**.
33.	Click the checkbox corresponding to **11/22**.

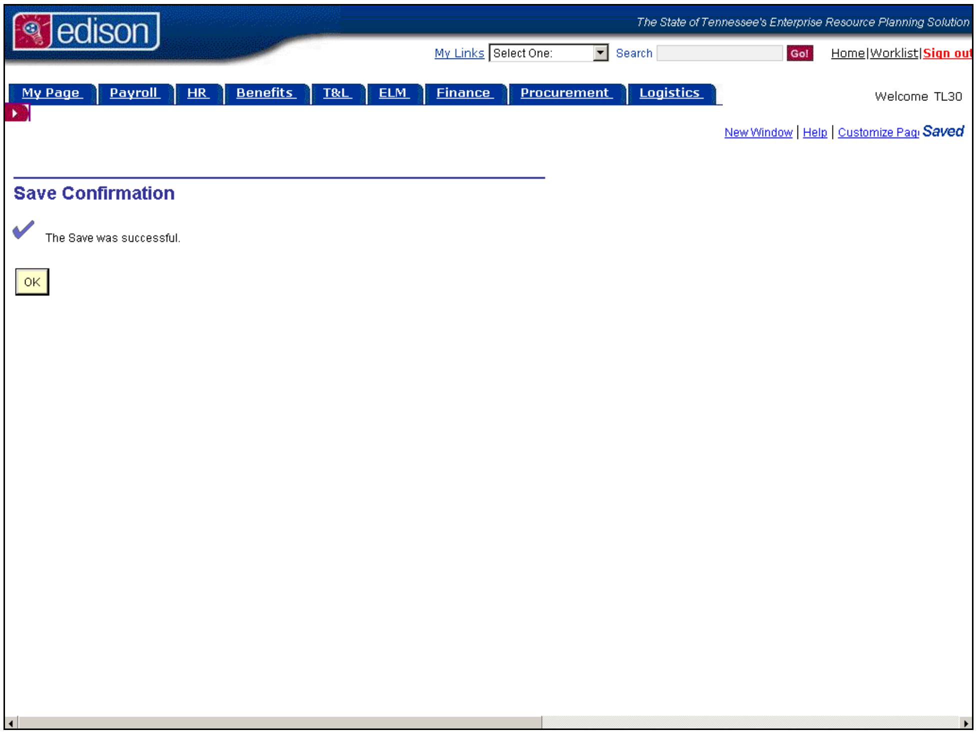


Step	Action
34.	Click the checkbox corresponding to **11/23**.

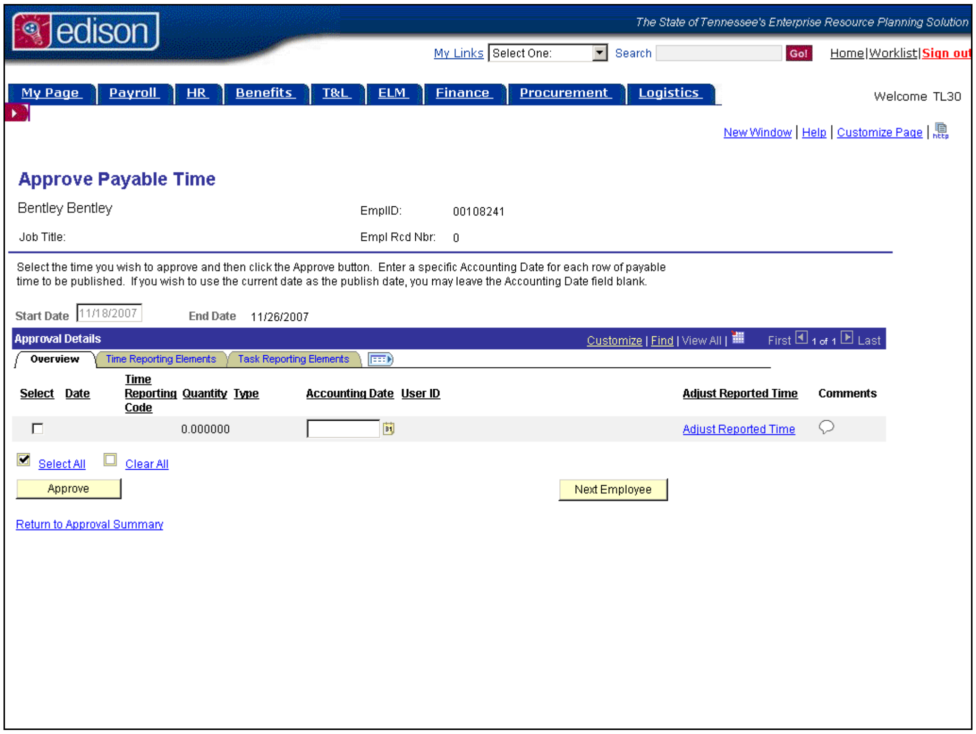


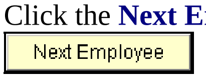
Step	Action
35.	Click the **Approve** button. 

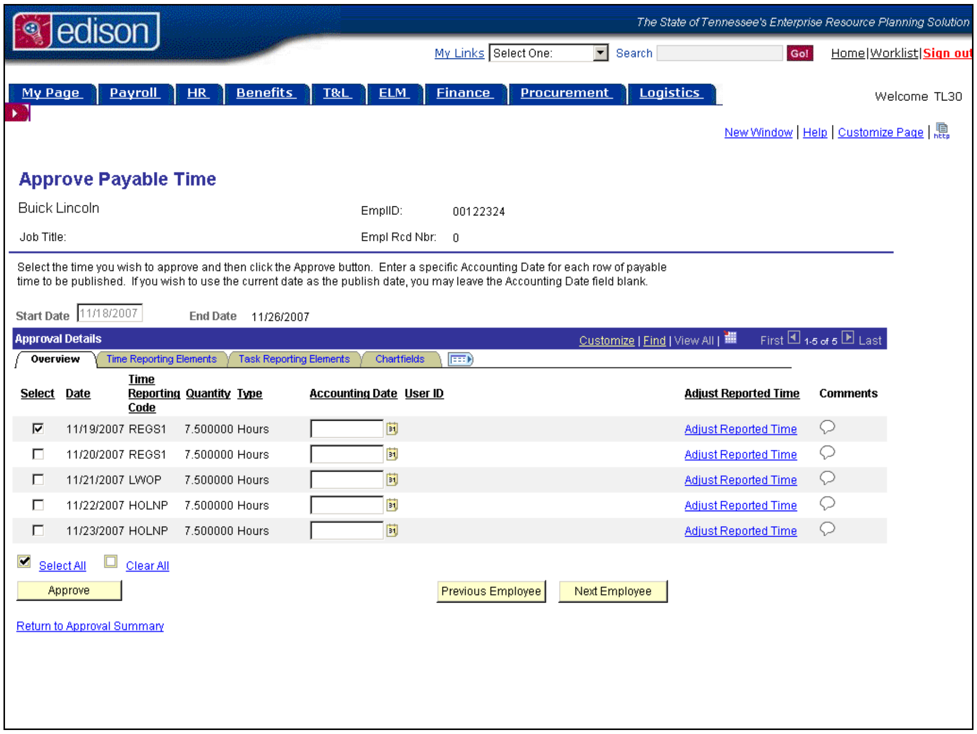
Step	Action
36.	**Time in the Edison system cannot be "Unapproved"**. Corrections to the time would be made by submitting a corrected timesheet for the employee. The corrected timesheet would create reversals and require approval from the supervisor. Click the **OK** button. OK



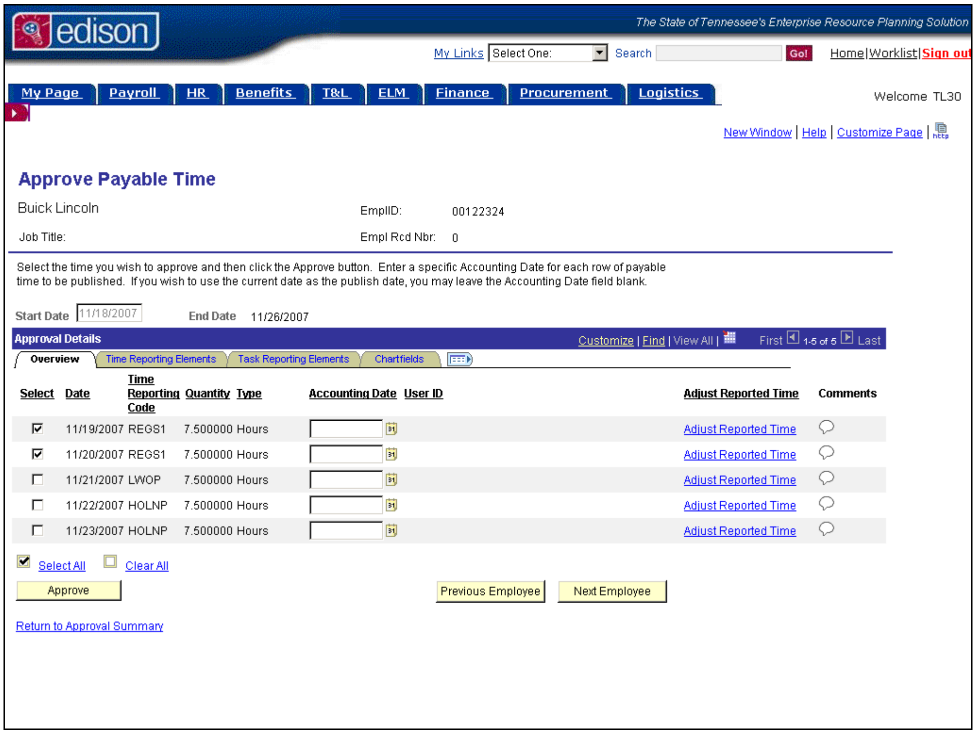
Step	Action
37.	Click the **OK** button. 
38.	You are returned to the same **Approve Payable Time** page for ***Bentley***. Notice that the time is no longer available for approval. In order to see the **Payable Time**, you would need to navigate to either the **Payable Time Summary** or the **Payable Time Detail.**



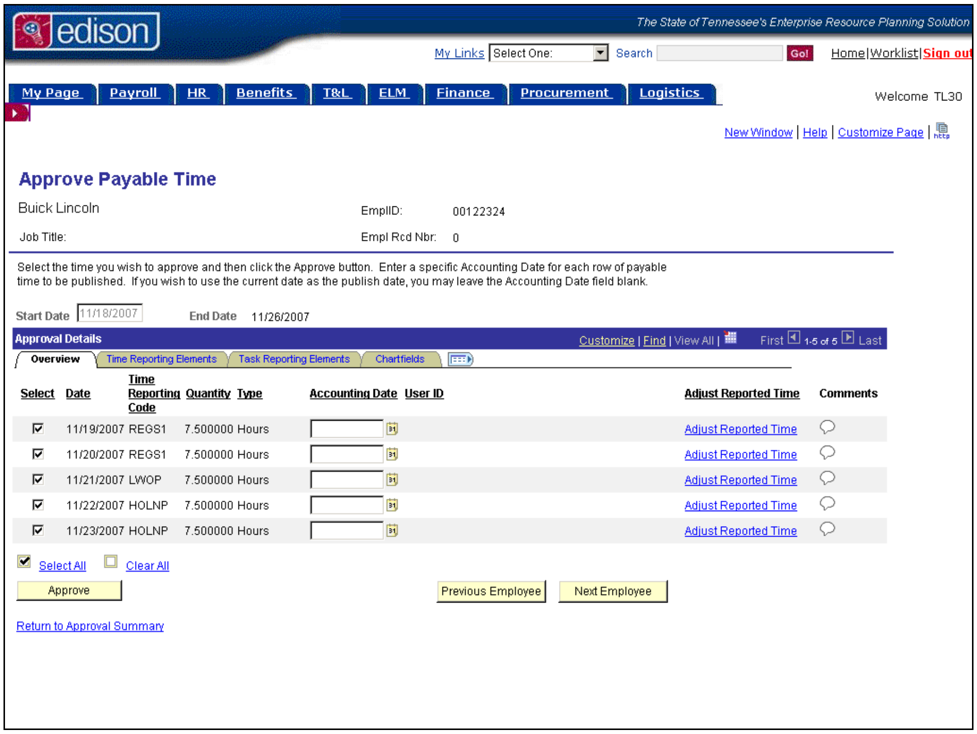
Step	Action
39.	We are now ready to approve payable time for our next employee. Click the **Next Employee** button. 
40.	The **Approve Payable Time** page for our next employee, ***Buick Lincoln,*** is displayed.
41.	The employee's **Payable Time** is expanded to a daily view and the **TRCs** associated with the hours are listed.
42.	On **11/21/2007**, ***Buick*** reported 7.5 hours of **Leave Without Pay (LWOP).**
43.	***Buick*** did not meet the State requirements to qualify for Holiday pay, so **Time Administration** assigned 7.5 hours of **Holiday No Pay (HOLNP)** for ***Buick*** on **11/22/2007** and **11/23/2007**.
44.	The **Adjust Reported Time** link takes you to the timesheet where the **Task Profiles** associated with the employee's time are displayed.
45.	Click the checkbox corresponding to **11/19**.



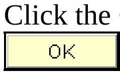
Step	Action
46.	Click the checkbox corresponding to **11/20**. ☐

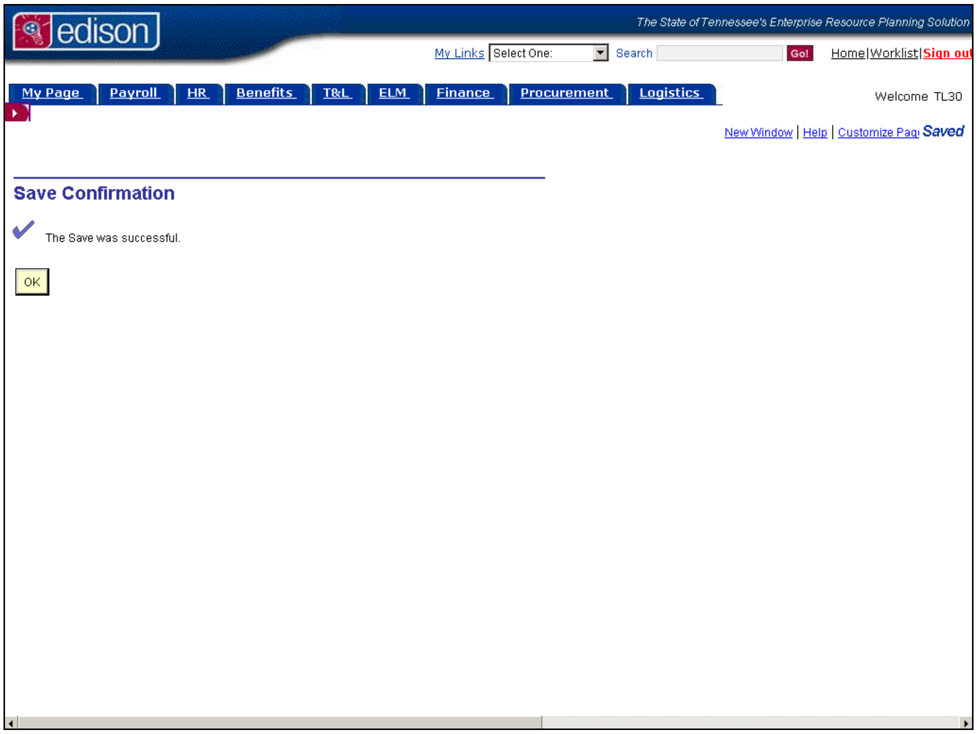


Step	Action
47.	Click the checkbox corresponding to **11/21**.
48.	Click the checkbox corresponding to **11/22**.
49.	Click the checkbox corresponding to **11/23**.

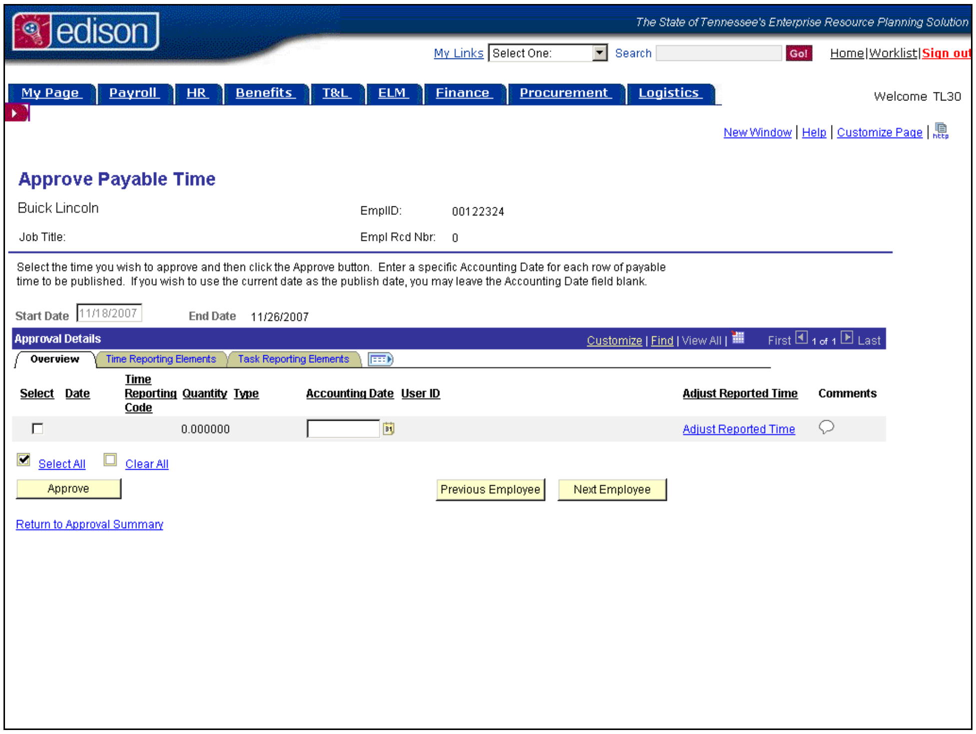


Step	Action
50.	Click the **Approve** button. Approve

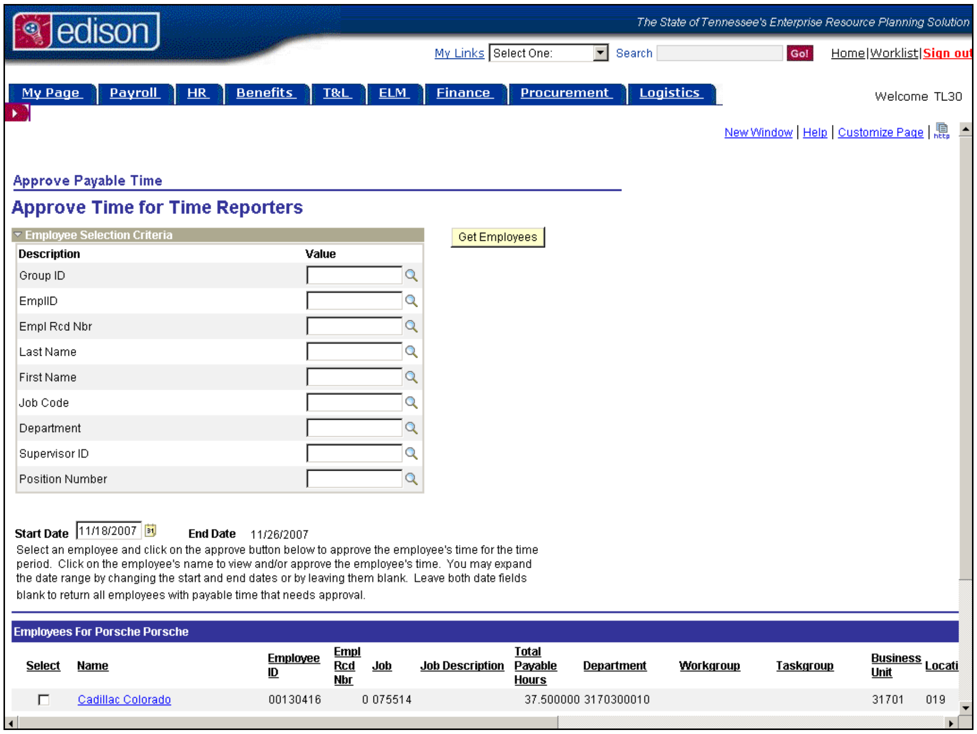
Step	Action
51.	**Time in the Edison system cannot be "Unapproved"**. Corrections to the time would be made by submitting a corrected timesheet for the employee. The corrected timesheet would create reversals and require approval from the supervisor. Click the **OK** button. 



Step	Action
52.	Click the **OK** button. 
53.	You are returned to the same **Approve Payable Time** page for ***Bentley***. Notice that the time is no longer available for approval. In order to see the **Payable Time**, you would need to navigate to either the **Payable Time Summary** or the **Payable Time Detail.**
54.	Buttons are provided to allow you to navigate to your **Next Employee** or **Previous Employee**. You can use these buttons or the **Return to Approval Summary** link to view your next **Approve Payable Time** page.

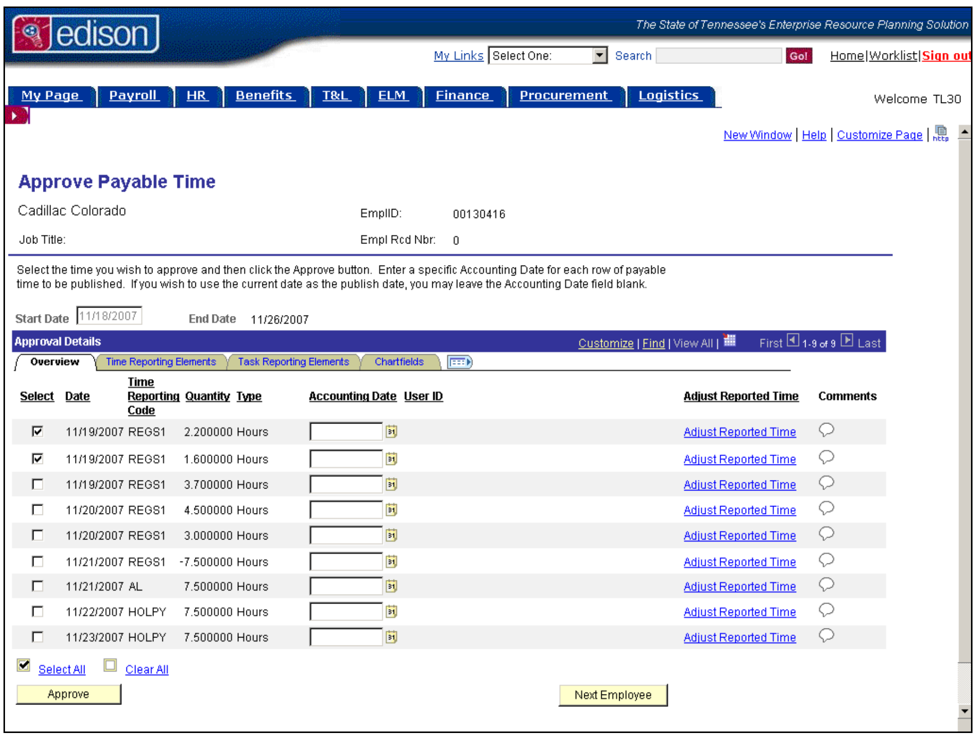


Step	Action
55.	Click the **Return to Approval Summary** link. Return to Approval Summary
56.	The original selection page is now displayed.

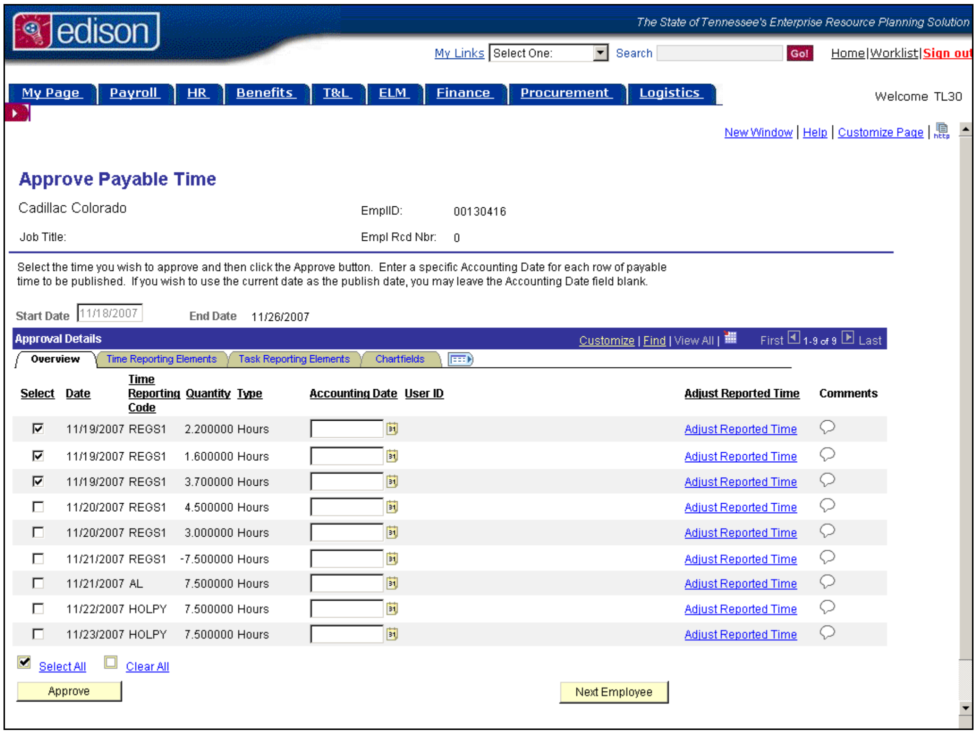


Step	Action
57.	Click the scroll bar.
58.	For our selected date range we now only have one employee pending approval. We have approved time for everyone except ***Cadillac Colorado***.
59.	Click on the **Name** link displayed for ***Cadillac Colorado.*** Cadillac Colorado
60.	Notice that **11/19** has three rows of information, but only one (7.5 hour) day was reported on the timesheet. The reason this has occured is because the **Task Profile ID** we chose is set up to be allocated to three different buckets (i.e. grants, projects, etc.). To view the **Task Profiles** associated with the employee's time, click the **Adjust Reported Time** link.
61.	On **11/20**, the employee worked on two different **Task Profiles** which caused two lines to appear in payable time. To view the **Task Profiles** associated with the employee's time, click the **Adjust Reported Time** link.

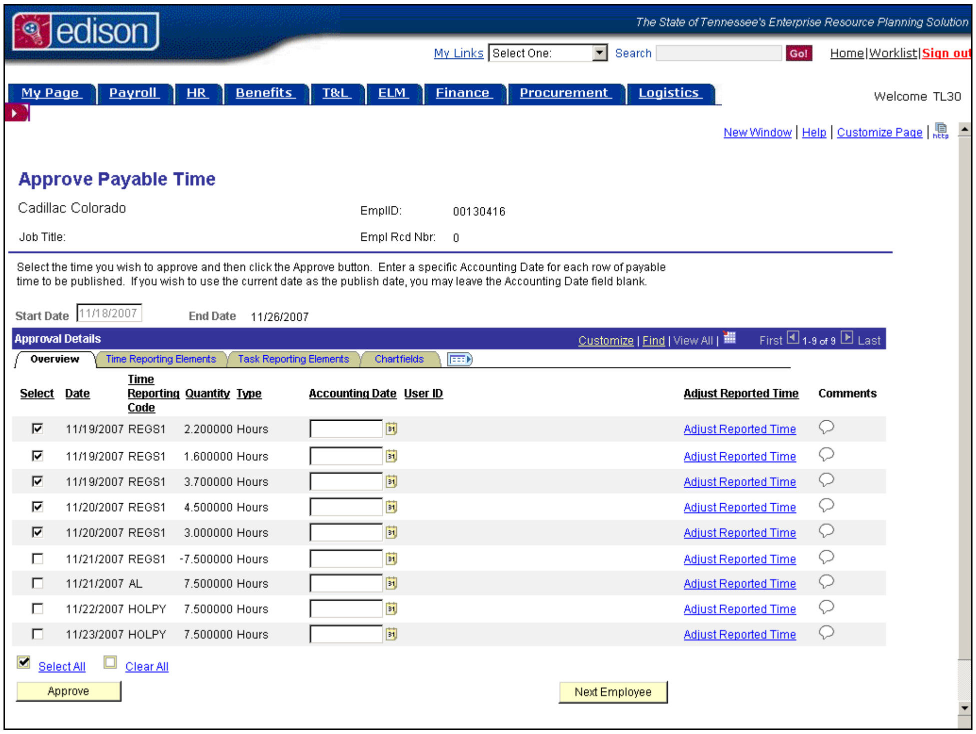
Step	Action
62.	When approved payable time is modified, a reversal (**-**) is created. The original, reversal, and new entry lines all need to be approved. **Note:** Not only will changes to TRCs create reversals, but also changes to **Task Profiles** may also create reversals.
63.	Click the checkbox corresponding to **11/19**.
64.	Click the checkbox corresponding to **11/19**.



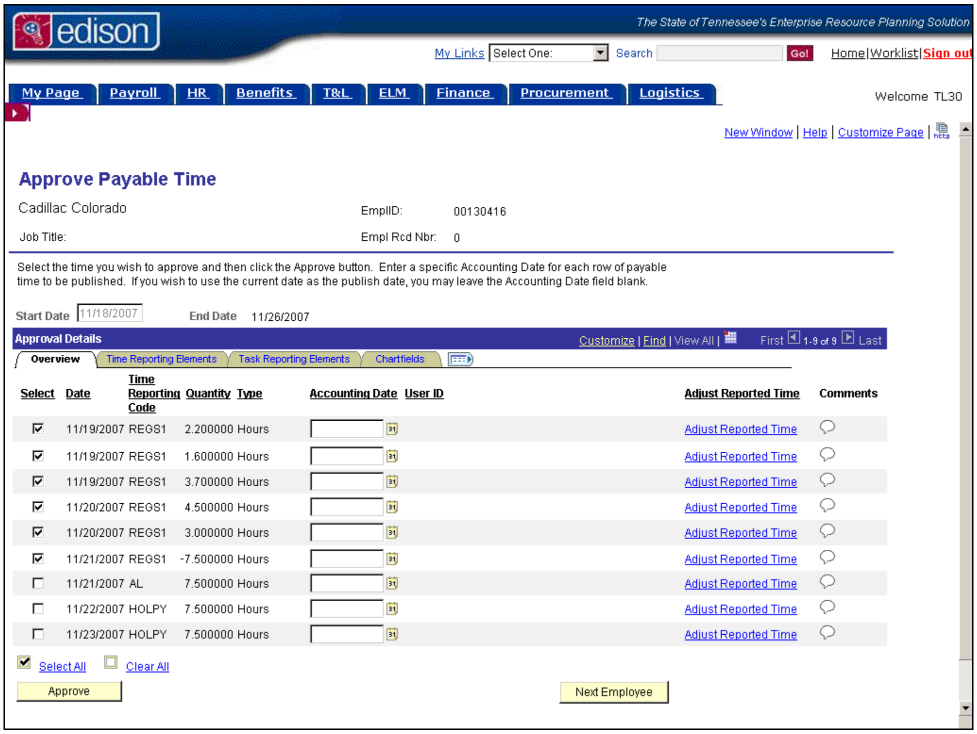
Step	Action
65.	Click the checkbox corresponding to **11/19**.



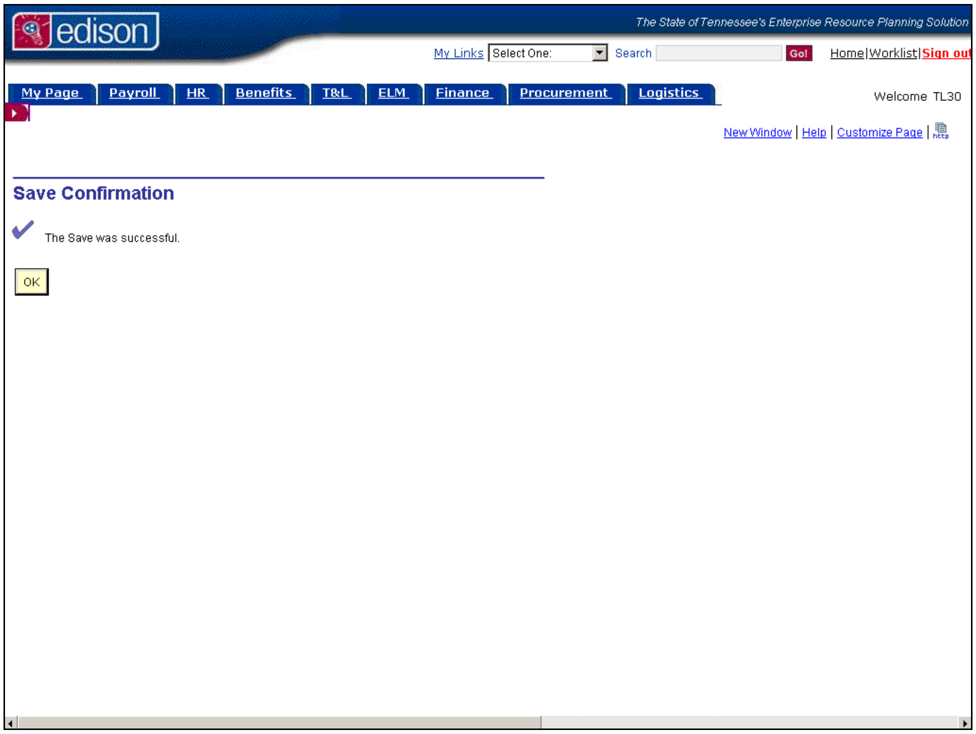
Step	Action
66.	Click the checkbox corresponding to **11/20**.
67.	Click the checkbox corresponding to **11/20**.



Step	Action
68.	Click the checkbox corresponding to **11/21**. 

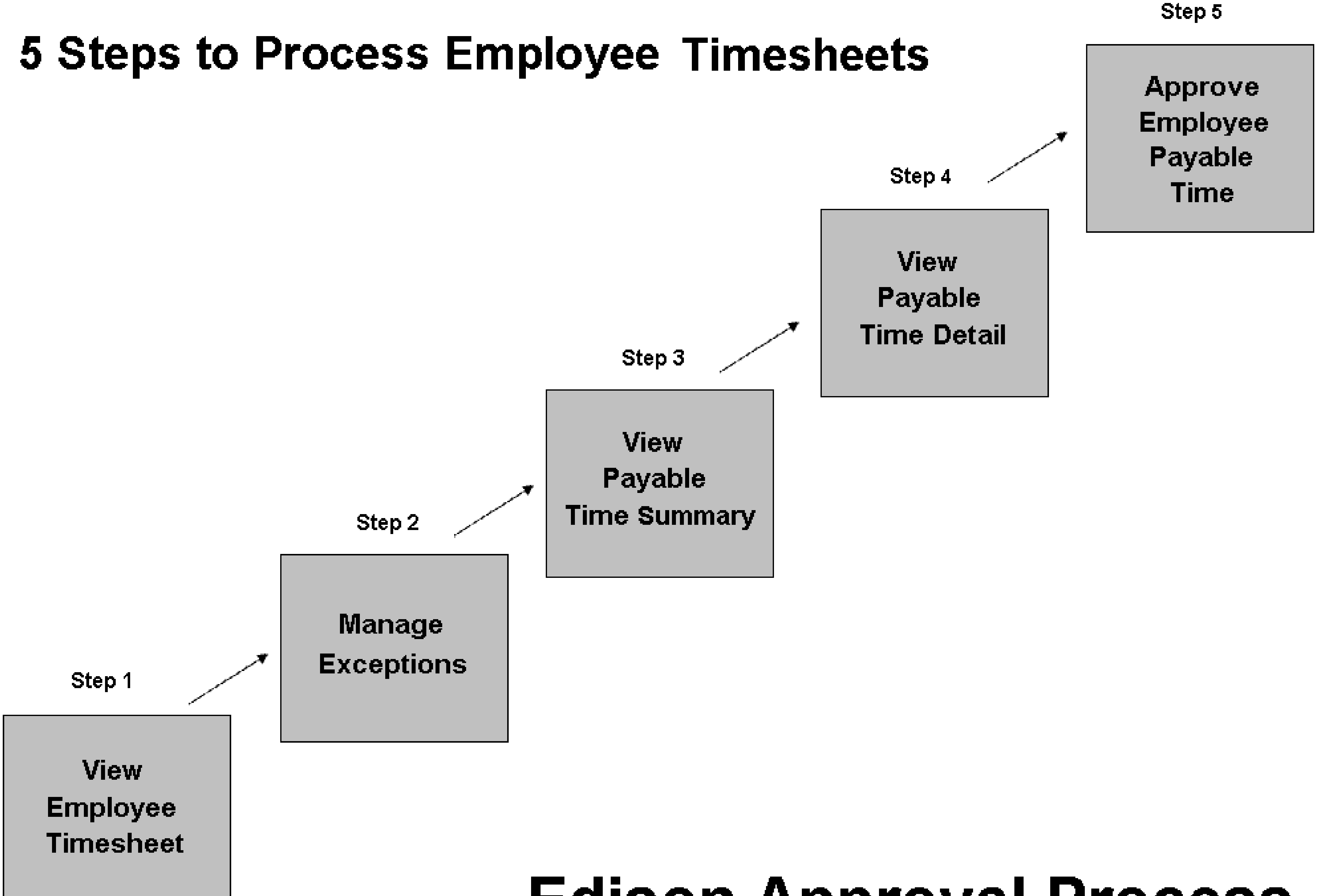


Step	Action
69.	Click the checkbox corresponding to **11/21**.
70.	Click the checkbox corresponding to **11/22**.
71.	Click the checkbox corresponding to **11/23**.
72.	Click the **Approve** button. Approve
73.	**Time in the Edison system cannot be "Unapproved"**. Corrections to the time would be made by submitting a corrected timesheet for the employee. The corrected timesheet would create reversals and require approval from the supervisor. Click the **OK** button. OK



Step	Action
74.	Click the **OK** button. 
75.	In addition to the weekly **Payable Time Approval** we have demonstrated in this lesson, supervisors must return to the **Payable Time Approval** page at the end of each pay period prior to the Time and Labor cut-off date. At this time, the supervisor would select a date range to view additional payable time needing approval for the current pay period and one prior pay period. This action ensures that no payable time that has processed is still pending approval. You have successfully **Approved Payable Time** for ***Buick Lincoln***, ***Bentley Bentley***, and ***Cadillac Colorado***. **End of Procedure.**

5 Steps to Process Employee Timesheets



Edison Approval Process

Access Training Information Online

Project Edison - A Bright Idea For State Government

http://intranet.state.tn.us/erp

Training Project Edison

(Basic Navigation, Training Courses, UPK, Training Locations and more)

http://intranet.state.tn.us/erp/training.html

Course Evaluation

http://intranet.state.tn.us/erp/training.html

Edison Help

Edison Help Desk is available for all questions

- Limited hours until full system go-live
  - *8:00 am - 4:30 pm CST*
- **EDISON HELP DESK:**
  - *741-HELP (615-741-4357) or 866-376-0104*
  - *Edison.hd@state.tn.us*
- **CENTRAL PAYROLL CALL CENTER:**
  - *615-741-PAID or 877-944-3873*
- **BENEFITS SERVICE CENTER:**
  - *615-741-3590 or 800-253-9981*